

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the terms of the franchise agreement we previously outlined in our meetings.

As we move forward, I believe it is important for us to clarify and agree upon the following key points:

- Franchise Fees and Royalties
- Territorial Rights
- Duration of Agreement
- Training and Support Standards
- Marketing Responsibilities

It would be beneficial for us to schedule a meeting to address these terms in detail and ensure we are aligned before finalizing the agreement.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]