

Franchise Compliance Audit Notification

Date: [Insert Date]

[Franchisee Name]

[Franchisee Address]

[City, State, Zip Code]

Dear [Franchisee Name],

We are writing to notify you that a Franchise Compliance Audit will be conducted at your location on [insert date of audit]. This audit is a routine procedure designed to ensure that all franchises are adhering to the operational standards and guidelines set forth in our Franchise Agreement.

Please ensure that all relevant documentation, records, and staff are available for the auditors. We appreciate your cooperation and commitment to maintaining our brand standards.

If you have any questions or concerns regarding this audit, please do not hesitate to reach out to your Franchise Consultant at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]