

## **URGENT: SECOND NOTICE OF OVERDUE FRANCHISE PAYMENTS**

Date: [Insert Date]

To: [Franchisee Name/Business Name]

Address: [Insert Address]

Account Reference: [Insert Reference Number]

Dear [Contact Name],

We are writing to you on behalf of our client, [Franchisor Name], regarding the outstanding balance on your franchise account. This is our second formal request for payment.

Despite our previous correspondence dated [Date of First Letter], our records show that the following amount remains unpaid:

**Total Outstanding Amount: \$[Insert Amount]**

**Due Date: [Insert Original Due Date]**

Under the terms of your Franchise Agreement, these payments are mandatory. Failure to settle this debt immediately may result in further action, which may include the accrual of late interest fees, formal legal proceedings, or a report of default to credit bureaus.

Please remit the full balance within [Number, e.g., 7] days of the date of this letter via one of the following methods:

- Bank Transfer: [Insert Bank Details]
- Online Portal: [Insert URL]
- Phone: [Insert Phone Number]

If you have already made this payment within the last 48 hours, please disregard this notice. If you are experiencing financial difficulties, please contact us immediately to discuss a potential payment arrangement.

We look forward to receiving your payment promptly to avoid further escalation.

Sincerely,

[Your Name/Representative Name]

[Agency Name]

[Contact Phone Number]

[Email Address]