

URGENT: SECOND DEMAND NOTICE

[Your Company Name/Franchisor Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Franchisee Name]
[Franchise Location/Business Name]
[Franchisee Address]
[City, State, Zip Code]

Re: Overdue Franchise Fees - Account Number: [Account Number]

Dear [Franchisee Name],

We are writing to you regarding our previous formal notice dated [Date of First Letter] concerning the outstanding arrears on your franchise account. As of today's date, we have not received the required payment or any formal communication regarding a payment plan.

Our records indicate that the following amounts remain unpaid:

- Management Service Fees: \$[Amount]
- Marketing/Advertising Levies: \$[Amount]
- Interest/Late Charges: \$[Amount]
- **Total Outstanding Balance: \$[Total Amount]**

Your failure to pay these fees constitutes a material breach of the Franchise Agreement dated [Date of Agreement]. Under the terms of our agreement, you are required to maintain your account in good standing to continue operating under the [Brand Name] trademark.

Please remit the full balance of \$[Total Amount] by [Deadline Date - e.g., 7 days from now]. Payment can be made via [Payment Method, e.g., Bank Transfer/Online Portal].

If payment is not received by the aforementioned date, we will be forced to take further action. This may include, but is not limited to:

1. Issuing a formal Notice of Default.
2. Suspension of franchise support services and supply chains.
3. Commencement of legal proceedings to recover the debt and associated legal costs.
4. Termination of the Franchise Agreement.

If you have already made this payment, please disregard this letter and provide us with a copy of the transaction receipt for our records.

If you are experiencing financial difficulties, please contact our accounts department immediately at [Phone Number] or [Email Address] to discuss a resolution.

Sincerely,

[Your Name]

[Your Title]

[Company Name]