

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

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

**Subject: SECOND REMINDER: FINAL GRACE PERIOD FOR OVERDUE  
FRANCHISE FEES**

Dear [Franchisee Name],

This is a formal second reminder regarding the outstanding franchise fees for your location, [Franchise Name/ID]. Our records indicate that we have not yet received payment for the period of [Billing Period].

The total amount currently overdue is: **[\$Amount Due]**.

As previously communicated, you are currently within a final grace period. This period is scheduled to expire on **[Grace Period End Date]**. We value your partnership and wish to resolve this matter before further action is required.

Please remit the full payment immediately via [Payment Method: Wire Transfer/Online Portal/Check].

If payment is not received by the date mentioned above, you may be subject to late penalties, interest charges, or a formal notice of default as outlined in your Franchise Agreement.

If you have already sent your payment, please disregard this letter. If you are experiencing financial difficulties or have questions regarding this statement, please contact the Finance Department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]