

**Date:** [Insert Date]

**To:**

[Franchisee Name]

[Franchise Location/Store Number]

[Address Line 1]

[Address Line 2]

**Subject: SECOND NOTICE: FINAL DEMAND FOR OVERDUE ROYALTY FEES**

Dear [Franchisee Name],

This letter serves as a formal second escalation regarding your unpaid franchise royalty fees. As of [Insert Date], your account remains delinquent in the amount of \$[Insert Total Amount Owed].

We previously contacted you on [Date of First Notice] regarding this balance, yet we have not received payment or a response explaining the delay. This outstanding balance pertains to the following periods:

- [Period 1]: \$[Amount]
- [Period 2]: \$[Amount]
- Late Fees/Interest: \$[Amount]

Please be advised that your failure to remit payment is a material breach of the Franchise Agreement dated [Date of Agreement]. Under the terms of this agreement, continued non-payment may result in the following actions:

1. Formal Notice of Default.
2. Suspension of franchise support services and supply chains.
3. Termination of the Franchise Agreement.
4. Legal action to recover all outstanding debts, including attorney fees.

We require immediate payment of the total balance of \$[Insert Total Amount Owed] by no later than [Insert Deadline Date]. Payments can be made via [Insert Payment Method, e.g., Wire Transfer, Portal, Check].

If there are extenuating circumstances regarding your financial status, you must contact [Contact Name/Department] at [Phone Number] or [Email] immediately to discuss a potential resolution.

We expect your prompt cooperation to avoid further escalation.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Company Name]