

[Your Company Name / Franchisor Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

[Franchisee Name]
[Franchise Location Name/Number]
[Address Line 1]
[City, State, Zip Code]

RE: SECOND NOTICE - OUTSTANDING FRANCHISE OBLIGATIONS

Dear [Franchisee Name],

This letter serves as a formal second request regarding the outstanding balance on your franchise account. Our records indicate that we have not yet received payment following our initial notice sent on [Date of First Notice].

As of [Current Date], the following amounts remain past due:

- **Royalty Fees:** \$[Amount]
- **Marketing/Advertising Contributions:** \$[Amount]
- **Inventory/Supply Invoices:** \$[Amount]
- **Late Fees/Interest:** \$[Amount]
- **TOTAL OVERDUE:** \$[Total Amount]

Per the terms of your Franchise Agreement, timely payment is essential to maintaining your standing as a franchisee. We value your partnership and wish to resolve this matter immediately to avoid any disruption to your operations or further escalation.

Please remit the total amount due by [Due Date] via [Payment Method: Wire Transfer/Online Portal/Check].

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties or believe there is an error in our records, please contact [Department/Name] at [Phone Number] or [Email Address] immediately to discuss a resolution.

Sincerely,

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