

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Subject: SECOND REMINDER: Overdue Royalty Payments - [Account Number/Franchise ID]

Dear [Franchisee Name],

This letter serves as a formal second reminder regarding the outstanding royalty payments for the period of [Start Date] to [End Date]. As of today, our records indicate that your account remains past due in the amount of \$[Total Amount Owed].

We previously sent a reminder on [Date of First Reminder], but we have not yet received your payment or a response regarding the status of this balance. As per the terms of your Franchise Agreement, royalty payments are required to be remitted by the [Due Date] of each month.

Please note that according to our agreement, late fees in the amount of \$[Amount] have now been applied to your balance. Failure to settle this account promptly may result in further administrative actions or a formal notice of default.

Total Balance Due: \$[Total Amount including Late Fees]

Please submit your payment immediately via [Payment Method: Wire Transfer/Online Portal/Check]. If you have already sent the payment, please disregard this letter and provide us with the transaction details so we can update our records.

If you are experiencing financial difficulties or believe there is an error in our billing, please contact our Finance Department immediately at [Phone Number] to discuss a resolution.

We value your partnership and look forward to your prompt cooperation in resolving this matter.

Sincerely,

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