

[Date]

[Franchisee Name]

[Franchise Location Name]

[Address]

[City, State, Zip Code]

RE: URGENT SECOND NOTICE - OUTSTANDING FRANCHISE ROYALTIES

Dear [Franchisee Name],

This letter serves as a formal follow-up to our previous notice dated [Date of First Letter] regarding your unpaid franchise royalties. As of today, our records show that your account remains delinquent in the amount of \$[Total Amount Owed].

Your Franchise Agreement requires the timely payment of royalties to maintain your status as a franchisee in good standing. This balance is now [Number] days past due and includes the following:

- Reporting Period: [Date Range]
- Unpaid Royalties: \$[Amount]
- Late Fees/Interest: \$[Amount]

Please remit the full payment by [Deadline Date] to avoid further escalation. Payment can be made via [Payment Method/Portal].

Failure to settle this debt immediately may result in a formal Notice of Default, which could lead to the termination of your Franchise Agreement and the loss of your right to operate under the [Franchise Name] brand.

If you have already sent payment, please disregard this notice. If you are experiencing financial difficulties, contact our finance department immediately at [Phone Number] to discuss a resolution.

Sincerely,

[Your Name]

[Your Title]

[Franchisor Name]