

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: Notice of Temporary Account Freeze - Signature Discrepancy

Dear [Customer Name],

This letter is to inform you that a temporary freeze has been placed on your account, [Account Number], effective immediately.

This action was taken because the signature on a recent transaction or document does not match the signature card we have on file for you. To protect your account from potential unauthorized activity, we have restricted further transactions until this matter is resolved.

To resolve this issue and reactivate your account, please perform one of the following:

- Visit any branch office in person with a valid government-issued photo ID to verify your signature.
- Complete the enclosed Signature Verification Form, have it notarized, and mail it back to [Bank Address].
- Contact our Verification Department at [Phone Number] to discuss alternative verification methods.

We apologize for any inconvenience this may cause, but this measure is necessary to ensure the security of your funds. Once your signature is verified and updated, all restrictions will be lifted.

Sincerely,

[Your Name/Department Name]

[Financial Institution Name]

[Phone Number]