

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Re: Returned Check - Signature Mismatch

Dear [Recipient Name],

We are writing to inform you that the check listed below was returned to us by our financial institution:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]
- **Reason for Return:** Signature Mismatch / Irregular Signature

The bank was unable to process this payment because the signature provided does not match the signature on file for your account. Consequently, the balance of \$[Amount] remains outstanding on your account.

Please provide a replacement payment (via a new check with a verified signature, money order, or credit card) by [Due Date] to avoid any late fees or service interruptions.

If you have any questions regarding this matter, please contact us at [Phone Number].

Sincerely,

[Your Signature]
[Your Printed Name]