

[Your Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Notification of Signature Discrepancy - [Account/Reference Number]

Dear [Recipient Name],

We are writing to inform you that we have received your recent submission regarding [Document Name/Transaction Type] dated [Date of Document].

Upon reviewing the document, we noticed that the signature provided does not match the specimen signature we currently have on file for your account. To protect your security and ensure the validity of this request, we are unable to process your application at this time.

To resolve this matter, please complete one of the following actions:

- Resubmit the document with a signature that matches your official identification.
- Visit our office in person with a valid government-issued photo ID.
- Provide a notarized Signature Verification Form (attached).

Please return the required documentation by [Due Date] to avoid any further delays or the cancellation of your request.

If you have any questions or believe this notification is in error, please contact our customer service department at [Phone Number] or [Email Address].

Thank you for your cooperation and for helping us keep your account secure.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]