

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

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

RE: NOTICE OF DISHONORED CHECK (MISSING SIGNATURE)

Dear [Recipient Name],

Please be advised that check number [Check Number], dated [Date on Check], in the amount of \$[Amount] has been returned to us by your bank, [Bank Name].

The bank was unable to process this payment because the check was **missing a signature**.

Because the check was not honored, your account balance of \$[Amount] remains unpaid. We request that you provide a replacement payment or come to our office to sign the original check no later than [Deadline Date].

Please note that a returned check fee of \$[Fee Amount] may be applied to your account as a result of this processing error.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]