

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

[Date]

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

RE: Notice of Returned Check - Signature Error

Dear [Customer Name],

We are writing to inform you that your check number #[Check Number], dated [Check Date] in the amount of \$[Amount], has been returned by our bank for the following reason:

Reason: [Invalid Signature / Missing Signature]

Because the check could not be processed, your account balance of \$[Amount] remains outstanding. Additionally, a returned check fee of \$[Fee Amount] has been applied to your account, bringing the total balance due to \$[Total Amount].

To resolve this matter, please provide a replacement payment by [Due Date]. We accept the following payment methods:

- Certified Check or Money Order
- Credit/Debit Card
- Cash (In-person only)

Please contact our billing department at [Phone Number] if you have any questions or to process your payment over the phone.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]
[Your Title]