

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Notice of Dishonored Check - Irregular Signature**

Dear [Recipient Name],

This letter is to inform you that the check listed below, which was submitted for payment to [Your Company/Name], has been returned by the financial institution unpaid.

**Check Details:**

Check Number: [Check Number]

Date of Check: [Check Date]

Amount: \$[Amount]

Reason for Return: Irregular Signature / Signature Does Not Match

The bank has indicated that the signature on the check does not match the signature they have on file, or it appears irregular. As a result, the funds have not been credited to our account.

To resolve this matter immediately, please provide a replacement payment in the form of a cashier's check, money order, or cash. We also require a service fee of \$[Fee Amount] to cover the administrative costs associated with this returned item.

Please ensure that payment is received by [Due Date] to avoid further collection actions or a disruption in services.

If you believe this return was made in error by your bank, please provide written documentation from your financial institution confirming the error.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Your Phone Number]