

**Date:** [Insert Date]

**To:**

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: NOTICE OF DISHONORED CHECK - INVALID SIGNATURE**

Dear [Recipient Name],

This letter serves as formal notice that the check described below was returned by our financial institution unpaid for the following reason: **Invalid/Irregular Signature.**

**Check Details:**

Check Number: [Insert Check Number]

Check Date: [Insert Date on Check]

Check Amount: \$[Insert Amount]

Because the signature provided does not match the records on file or appears to be unauthorized, the funds have not been credited to your account balance. Please be advised that this constitutes a dishonored payment.

To resolve this matter and avoid further action, please provide a replacement payment in the form of a certified check, money order, or cash within [Insert Number] business days of receiving this notice. You may also be responsible for a returned check fee of \$[Insert Amount].

Please contact our office immediately at [Insert Phone Number] to confirm how you will be rectifying this balance. We look forward to your prompt cooperation.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]