

Date: [Date]

To:

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Subject: NOTICE OF PAYMENT REJECTION - IRREGULAR SIGNATURE

Dear [Customer Name],

We are writing to inform you that your payment in the amount of \$[Amount], submitted on [Date] via [Check Number/Document Type], has been returned by our financial institution.

The reason for this rejection is: **Irregular Signature / Signature Mismatch.**

Because the signature provided does not match the records held by the bank, the funds could not be processed. As a result, your account with [Your Company Name] remains unpaid and is currently considered past due.

To resolve this matter and avoid potential late fees or service interruptions, please provide a replacement payment using one of the following methods within [Number] business days:

- Online Payment via our secure portal: [Website URL]
- Credit/Debit Card by phone: [Phone Number]
- Certified Check or Money Order mailed to: [Payment Address]

If you have already sent a replacement payment, please disregard this notice. If you believe this rejection was made in error by your bank, we recommend contacting them directly to update your signature card.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Your Company Name]

[Your Phone Number]