

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

This letter is to inform you that the following check has been returned by your financial institution:

- **Check Number:** [Check Number]
- **Check Date:** [Date on Check]
- **Check Amount:** \$[Amount]

The bank has indicated the reason for return as "Signature Irregular" or "Signature Does Not Match." As a result, the funds have not been credited to our account.

We understand that this may be a simple clerical error or a change in your bank records. However, we request that you provide a replacement payment for the amount listed above, plus a returned check fee of \$[Fee Amount], no later than [Due Date].

Please provide the replacement payment via one of the following methods:

- Cashier's Check
- Money Order
- Cash

Please contact us immediately at [Phone Number] to confirm when we can expect the replacement funds or to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]