

[Date]

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

RE: Notice of Returned Payment - Signature Discrepancy

Dear [Customer Name],

We are writing to inform you that your recent payment in the amount of \$[Amount], dated [Check/Draft Date], has been returned by your financial institution.

The reason provided for the return is: **Signature Discrepancy / Signature Does Not Match.**

As a result, this payment has not been credited to your account [Account Number]. To ensure your account remains in good standing and to avoid potential late fees or service interruptions, please provide an alternative form of payment or a replacement check with a verified signature by [Due Date].

Payments can be made via the following methods:

- Online Portal: [Website URL]
- Phone: [Phone Number]
- In-Person: [Office Address]

If you believe this return was made in error by your bank, we recommend contacting them directly to verify the signature on file for your account.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]
[Company Name]
[Contact Phone Number]