

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Return of Check Missing Signature

Dear :

We were unable to process your check because you did not sign the check. We have not counted this error against you. We have returned the check and asked that you send another check by {date}.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E