

RETURN OF CHECK MISSING SIGNATURE

Date: October 12, 2017

To,
ATTN
ADDRESS
POSTAL CODE
COUNTRY

Subject: Check signature is missing

Dear Mr./Mrs.,

We thank you for your check in the amount of \$3,650.00. Our enthusiasm was somewhat dampened when we noticed the absence of the authorized signature on the bottom of the check.

Naturally, we presume this is a mere oversight and are enclosing the check in question for your signature. A postage paid envelope is provided herein for your convenience.

Thank you for your prompt attention to this matter.

Yours sincerely,

<NAME>

<Signature>

<Formal Name + Title>

Sample Letter Returning Lost Documents

Katrin Zwirgmaier



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