

Missing Payment/Unsigned Check Letter

This package contains:

1. Instructions & Checklist for a Missing Payment/Unsigned Check Letter
2. Missing Payment/Unsigned Check Letter

Instructions & Checklist for Missing Payment/Unsigned Check Letter

- This package contains (1) Instructions & Checklist for Missing Payment/Unsigned Check Letter; and (2) Missing Payment/Unsigned Check Letter;
- This form is designed to assist you in drafting a letter for when you need to inform a customer that their check was missing from the envelope or they forgot to sign a check.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Ref: [Account Number]

Dear [Name of Recipient]:

Thank you for your recent payment on your account.

As a valued customer, we appreciate your taking the time to pay your outstanding balance. Unfortunately, your check was missing from the payment envelope. Unfortunately, we are unable to cash your check since it is unsigned. *[Select which of the preceding sentences applies to your situation and delete the other sentence.]* We are returning the unsigned check to you. *[Delete if not applicable.]* Please remit a new payment as soon as you are able.

Thank you, in advance, for your prompt attention to this matter.

Sincerely,

[Your Name]

Enclosure