

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Child Support Documentation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally document and confirm the details regarding child support payments for [Child's Name], born on [Child's Date of Birth].

As per our previous agreements/discussions, the following terms are established:

1. \*\*Monthly Payment Amount:\*\* \$[Amount]
2. \*\*Payment Due Date:\*\* [Day of the Month]
3. \*\*Payment Method:\*\* [e.g., Bank Transfer, Check, etc.]
4. \*\*Duration of Payments:\*\* [e.g., Until Child Turns 18, etc.]

Please let me know if you require any additional information or documentation. I appreciate your cooperation in ensuring that [Child's Name] receives the necessary support.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]