

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Child Support Enforcement Agency Name]
[Agency Address]
[City, State, Zip Code]

Subject: Request for Child Support Enforcement

Dear [Agency Representative's Name or Title],
I am writing to formally request assistance with the enforcement of a child support order issued on [date of order] regarding my child(ren), [Child's Name(s)]. The non-custodial parent, [Non-Custodial Parent's Name], has failed to make timely payments as stipulated in the court order.

Details of the child support order:

- Case Number: [Case Number]
- Amount Due: [Total Amount Due]
- Payment Schedule: [Frequency of Payments]

Despite my attempts to resolve this matter directly with [Non-Custodial Parent's Name], I have not received the payments since [date of last payment]. As a result, my child(ren) and I are experiencing financial strain.

I request your agency's assistance in enforcing the payment of the overdue child support. Enclosed are copies of all relevant documents, including the child support order and payment records.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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