

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Office/Organization Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the current status of child support payments related to [Child's Name], born on [Child's Birth Date]. The case number associated with this matter is [Case Number].

I would appreciate any updates regarding the payment schedule, amounts due, and any necessary actions I need to take to ensure support is received in a timely manner.

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

Sincerely,
[Your Name]