

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

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

Subject: Request for Child Support

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the establishment/review of child support for our child, [Child's Name], born on [Child's Birth Date].

As you know, ensuring the welfare of [Child's Name] is my top priority. According to my calculations and current financial situation, I believe that it is important to discuss the necessary financial support required to cover [Child's Name]'s basic needs, including but not limited to education, healthcare, and daily living expenses.

I kindly ask that we schedule a meeting to discuss this matter further. Please let me know your availability, so we can find a suitable time to talk.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]