

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

[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Child Support Verification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request verification of child support payments for my [son/daughter], [Child's Name], born on [Child's Date of Birth].

As per the agreement dated [Date of Agreement] between [Name of Other Parent] and myself, I am entitled to receive child support in the amount of [Amount] per [week/month]. I would appreciate it if you could provide confirmation of these payments for my records.

Please let me know if you require any additional information or documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title (if applicable)]