

[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 Payment Arrangement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to outline the agreed-upon child support payment arrangement for [Child's Name], born on [Child's Date of Birth].

****Payment Amount:****

The total agreed child support payment is [\$Amount] per [week/month].

****Payment Method:****

Payments will be made via [method of payment, e.g., bank transfer, check, etc.].

****Payment Schedule:****

Payments will be made on the [specific day of the week/month] and should be sent to [payment address or account details] by [due date].

****Duration of Payments:****

This arrangement will remain in effect until [end date or condition for termination].

If there are any changes in circumstances or if either party wishes to revisit this agreement, I suggest we communicate promptly to discuss necessary adjustments.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]