

[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 Notification

Dear [Recipient's Name],

I hope this letter finds you well. This correspondence serves as a notification regarding the child support payments due for [Child's Name] for the month of [Month/Year].

The agreed-upon amount for this period is [\$Amount]. According to our arrangement, the payment is due by [Due Date].

Please ensure that the payment is made by the stipulated date to avoid any penalties or disruptions in support. Payment can be made via [Payment Method(s)].

If you have any questions or concerns regarding this notification, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]