

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

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

Dear [Recipient's Name],

Subject: Child Support Payment Request

I hope this letter finds you well. I am writing to formally request the payment of child support for [Child's Name], whom we have agreed to support under our [court order/agreement].

According to our arrangement, the amount due for this month's child support is [amount]. This payment is essential to ensure that [Child's Name] continues to receive the necessary care and support.

Please let me know if there are any issues regarding this payment or if you require any further information. I appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,  
[Your Name]