

[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 Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the payment of child support as per the court order dated [insert date of court order].

As you are aware, the court has mandated that you provide [amount] per month for the support of our child(ren), [child(ren)'s names]. As of [current date], I have not received the payment for the months of [list any missed months].

This support is crucial for [child(ren)'s names] to ensure their needs are met, including [briefly state key needs such as education, healthcare, etc.]. I respectfully request that you remit the overdue payments at your earliest convenience.

If you are facing any difficulties regarding the payment, please feel free to communicate with me so that we can discuss possible arrangements. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Child]

[Optional: Your Attorney's Name and Contact Information]