

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

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

Subject: Initiation of Child Support Payment Process

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally initiate the child support payment process regarding our child, [Child's Name], born on [Child's Date of Birth]. Given our current circumstances, it is imperative that we establish a supportive financial arrangement to ensure [Child's Name]'s needs are met.

To proceed, I would appreciate your cooperation in discussing and agreeing upon an appropriate amount for child support. Please let me know your availability for a meeting, or if you prefer, we can communicate our thoughts via email or phone.

I believe that working together amicably will be in the best interest of [Child's Name]. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]