

[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

I hope this letter finds you well. I am writing to formally address the matter of child support payments regarding [Child's Name(s)], born on [Child's Birth Date].

According to our agreement/court order dated [Date of Agreement/Court Order], I am required to make monthly payments of [Amount] due on or before [Due Date].

As of today, I wish to confirm my intention to continue making this payment in a timely manner. I would appreciate if you could acknowledge receipt of this letter and let me know if there have been any changes to our existing arrangement.

Thank you for your attention to this matter. Please do not hesitate to contact me if you require further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]