

[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],

I hope this letter finds you well. I am writing to discuss the child support payment for [Child's Name] as per our agreement.

As of [Date], the agreed-upon amount of [Amount] is due. Please let me know if there are any changes or if you need further information regarding this payment.

Thank you for your attention to this matter.

Sincerely,
[Your Name]