

[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: Clarification on Child Support Matters

I hope this letter finds you well. I am writing to seek clarification regarding the child support arrangement that was established on [date of agreement or court order].

Specifically, I would like to address the following points:

1. [Specify the first point that needs clarification, e.g. amount, payment schedule]
2. [Specify the second point, if applicable, e.g. method of payment, responsibilities]
3. [Include any additional points as necessary]

It is important for both [Child's Name] and us as co-parents that we maintain clear communication regarding these matters. Please let me know a convenient time for us to discuss this further, or feel free to respond via email or phone at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]