

[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 Documentation

I hope this letter finds you well. I am writing to formally submit the necessary documentation regarding child support for [Child's Name], born on [Child's Birthdate].

Enclosed you will find the following documents:

1. [Document 1: e.g., court order, financial statements]
2. [Document 2: e.g., proof of income, expense reports]
3. [Document 3: e.g., tax returns, additional supporting documents]

I kindly request that you review these documents as part of the ongoing child support assessment. Should you require any further information or additional documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]