

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Department]
[Agency/Office Name]
[Address]
[City, State, Zip Code]

Subject: Request for Child Support Enforcement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your assistance in enforcing child support payments for my child(ren), [Child's Name(s)], born on [Birth Date(s)].

The current child support order, established on [Order Date], stipulates a payment of [Amount] per [month/week] from [Non-Custodial Parent's Name]. However, I have not received the payments as outlined, with the most recent payment missed on [Date].

Despite previous attempts to communicate with [Non-Custodial Parent's Name], I have been unable to resolve this matter directly. Therefore, I am seeking the enforcement of the existing child support order to ensure my child's needs are met.

Enclosed are copies of relevant documents, including [list any attached documents, such as the court order, payment history, etc.]. I appreciate your prompt attention to this matter and would be grateful for any guidance you can provide regarding the next steps.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]