

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]  
[Child Support Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Subject: Inquiry Regarding Child Support Case

Dear [Agency Contact Name or "To Whom It May Concern"],  
I hope this letter finds you well. I am writing to inquire about the status of my child support case, [Case Number or Child's Name], which is currently being processed by your agency.

[Optional: Briefly explain your situation or any specific questions you have regarding the child support payments, modifications, or enforcement.]

I would greatly appreciate any updates you can provide regarding my case and any necessary actions I may need to take. Thank you for your assistance.

Sincerely,  
[Your Name]