

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Child Support Notification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you regarding the child support arrangement for our child(ren), [Child's Name(s)].

As per our previous agreement/court order dated [insert date], the required child support payment is [insert amount] per [week/month]. Payments are due on [insert due date] and should be directed to [insert payment method or account details].

If there have been any changes in your financial situation or if you have questions regarding this arrangement, please feel free to reach out to me by [insert preferred communication method].

Thank you for your attention to this matter.

Sincerely,

[Your Name]