

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

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

Re: Child Support Petition

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally petition for child support for [Child's Name], who was born on [Child's Date of Birth]. [Provide a brief background of the situation, including any relevant details about your relationship with the other parent and the child's needs.]

I am requesting that the court assess the appropriate amount of child support required to ensure that [Child's Name] has their basic needs met, including [e.g., housing, food, education, healthcare].

I believe it is in the best interest of [Child's Name] to receive consistent financial support from both parents, and I hope to resolve this matter amicably. I have attached all necessary documentation, including [list any attached documents such as income statements, proof of expenses, etc.].

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

Sincerely,  
[Your Name]