

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Organization Address]
[City, State, ZIP Code]

Subject: Child Support Income Verification

Dear [Recipient's Name],

I am writing to request verification of child support income for [Child's Name], as part of the documentation required for [reason for request, e.g., a court hearing, application for assistance, etc.].

Please find the necessary details below:

- ****Child's Name****: [Child's Full Name]
- ****Child's Date of Birth****: [MM/DD/YYYY]
- ****Case Number****: [Case Number if applicable]
- ****Custodial Parent****: [Custodial Parent's Name]
- ****Non-Custodial Parent****: [Non-Custodial Parent's Name]

I kindly request your assistance in providing documentation that verifies the current child support payments, including any relevant details regarding the payment history, amount, and schedule.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]