Child Support Payment Letter Sample

Sarah Liam  
2535 Harrier Drive  
Virginia Beach, VA 78965  
Tel: (555) 555-5555  
Sarah @ email . com

December 12, 2015

Mr. Blake Nelson  
212 Corner Road  
Virginia Beach, VA 12365

Dear Mr. Nelson:

I would like to bring to your notice that I have not received the child support payment for our son Joshua Nelson for the previous two months (October and November 2015). As decided between us (with the intervention of legal counsels from both sides), you are required to pay a monthly amount of $1500 into my bank account by or on the 5th of each month.

Please note that it is physically impossible for me to pay for Joshua’s education and handle his daily expenses on my own as I can only work part time due to my illness. As Joshua is growing up, so are his needs and I need to be able to meet them as much as possible. I understand that things are uncertain at your workplace and I sympathize with your situation. However, I am at the edge myself and need the $1500 at the very minimum to be able to make ends meet.

At this point in time, I do not want to involve my lawyer and would like this to be sorted out between us. Please have the arrears arranged to be deposited into my account as soon as possible.

Thank you,

Sincerely,

(Signature)  
Sarah Liam  
2535 Harrier Drive  
Virginia Beach, VA 78965  
Tel: (555) 555-5555