Your name

Address

City, state, zip code

Date

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Re: Past-due child support payments

To Whom It May Concern:

The purpose of this letter is to remind you of the support provisions of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. According to this document, you are obligated to pay child support as follows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You have not complied with these support provisions.

My records indicate child support payments totaling $\_\_\_\_\_\_\_ are past due.

Please respond as soon as possible of your intention to comply with your support obligations. If you do not respond by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, legal action to enforce your obligations may be taken.

You may contact me at the above address if you have any questions or need additional information.

Sincerely,

Your name