

# Letter of Request for Payment Plan Regarding Child Support

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Department Name]

[Company/Agency Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a payment plan regarding my child support obligations. Due to [brief explanation of your financial situation], I am currently unable to meet the full payment requirements.

To ensure that I can continue to support my child and remain compliant with my obligations, I kindly ask for your consideration of a manageable payment plan. I propose to pay [insert proposed amount] on a [weekly/monthly] basis, starting on [insert start date].

I believe this plan will allow me to meet my responsibilities while alleviating some financial stress. I am committed to making these payments regularly and in full.

I would appreciate the opportunity to discuss this matter further and arrive at a solution that works for all parties involved. Thank you for your understanding and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]