

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

[Date]

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

Re: NOTICE OF SPOUSAL SUPPORT ARREARS AND DEMAND FOR PAYMENT

Dear [Recipient Name],

This letter serves as a formal demand for the payment of overdue spousal support as mandated by the court order/judgment entered on [Date of Order] in the case of [Case Name/Number] in the [Name of Court].

As of [Current Date], you are in arrears in the total amount of \$[Total Amount Owed]. This balance is calculated based on the following unpaid or partially paid installments:

- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]
- [Month/Year]: \$[Amount]

Demand is hereby made that you pay the full amount of arrears within [Number] days of the date of this letter. Please remit payment via [Method of Payment, e.g., Certified Check, Electronic Transfer].

Failure to pay the outstanding balance or to contact me to establish a mutually agreeable payment plan by [Deadline Date] will result in further legal action to enforce the court order. This may include, but is not limited to, filing a motion for contempt, wage garnishment, or seeking the recovery of legal fees and interest as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]