

CHILD SUPPORT RECOVERY UNIT (CSRU)

<Date>

<Name>

<Address Line 1>

<Address Line 2>

<City, State, ZIP>

Re: CSC <Number>

Dear <name>:

We have learned that <payee> passed away and we are looking for the person caring for the following child<ren>:

- <child 1>
- <child 2>
- <child 3>

We are currently enforcing a court order to collect child support on this case. We will stop our enforcement services unless the person currently caring for the child or children completes an application for support services and returns it with the necessary fee within ten days. I've included a copy of the application for your convenience.

If you are caring for the child<ren> or know who is, or if you have any questions or information that could help us, please contact us at the address or phone number below.

Sincerely,

<Worker Name>

<Title>

Child Support Recovery Unit

<CSRU Address Line 1>

<CSRU Address Line 2>

<CSRU City, State, ZIP>

<Phone>