

Date: [Insert Date]

[Recipient Name/Organization]

[Recipient Address]

[City, State, Zip Code]

RE: Documentation of Divorce Decree and Alimony Obligations

To Whom It May Concern,

Please find enclosed the formal documentation regarding the legal dissolution of marriage for [Your Full Name] and [Former Spouse's Full Name].

This packet includes a certified copy of the final Divorce Decree, issued by the [Name of Court] on [Date of Decree], under Case Number [Insert Case Number].

As per the court order, the following alimony/spousal support terms have been established:

- **Payor:** [Name of person paying]
- **Payee:** [Name of person receiving]
- **Monthly Amount:** \$[Insert Amount]
- **Duration:** [Insert End Date or Number of Months/Years]
- **Next Payment Due Date:** [Insert Date]

Please update your records to reflect these legal requirements. If you require further information or additional verification, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Certified Copy of Divorce Decree