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| **Our Ref:**  | Phone: Fax:  |

Child Support Agency

GPO BOX 9815

MELBOURNE VIC 3001

Dear Sir/Madam

**Case No:**

I act for in relation to child support matters.

This matter was before the on .

On this day made a declaration pursuant to section 106A of the *Child Support (Assessment) Act 1989* that should be assessed in relation to the costs of because he is a parent of the child.

Please issue a child support assessment for my client, to commence from the date of her original application.

I will forward a copy of the sealed orders to you as soon as it becomes available.

OR

I enclose a copy of the sealed orders.

To assist you to collect child support from he works at and resides at .

If you have any questions about this letter please contact me on .

Yours sincerely

**Solicitor**