FICTIONAL SAMPLE · DRAFTED BY DEMANDLETTERHUB FROM A MADE-UP CASE FILE · NOT LEGAL ADVICE

PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- Recipient: the firm notes say Mr. Castellano's divorce attorney withdrew, per the October 20, 2025 order. Confirm he has no new counsel [VERIFY: whether the recipient is represented by counsel]. The only address in the records is his last known address, and it has no ZIP code.
- The Support Collection Unit statement is dated February 27, 2026. Any payment received or support that came due after that date (for example March 1, 2026) is not reflected. Update before sending.
- The arrears total ($9,150.00) and the period totals are copied from the Support Collection Unit statement. Please check them against the statement. The statement applies payments first to current child support, then current spousal support, then arrears, and shows only combined monthly shortfalls. The split between child and spousal support is not shown.
- Interest: the statement shows principal only, and the draft claims none [VERIFY: Virginia rule on interest on support arrears].
- Enforcement: [VERIFY: Virginia rule on enforcing support orders]. Also confirm whether a state child support agency is involved. The records show only the Ashby County Support Collection Unit.
- Orthodontic share ($504.00): the figure comes from the client's December 12, 2025 letter, and I did not independently confirm it. The provider statement is dated November 24, 2025 but shows a payment on November 26, 2025. Confirm the bill copy. Also confirm that the written request and bill were actually received, since only the client's mailing is documented.
- Confirm whether the orthodontic reimbursement should be paid through the Support Collection Unit (Paragraph 9 covers "support payments") or directly to the client. The draft leaves payment instructions as a placeholder.
- The decree is an excerpt only. Review the full decree and docket for any other modification, interest, fee or enforcement provisions before sending.
- The text messages are printouts from the client's phone. Confirm the client is comfortable with them being referenced.
- Placeholders remain for firm address, date, delivery method, ZIP code, demand amount, response deadline and payment instructions.

Ashcombe Lyle PLLC
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

Thomas Castellano
512 Tamarack Court
Fairhollow, Virginia [ADD: ZIP]

Re: Past-due child support, spousal support and unreimbursed medical expense; Renee Castellano; Ashby County Circuit Court Case No. CL25-00418

Dear Mr. Castellano:

Introduction

We represent Renee Castellano regarding support owed under the Final Decree of Divorce entered on March 10, 2025 in the Circuit Court of Ashby County, Virginia, Case No. CL25-00418, as modified by the Order entered September 15, 2025 [final_decree_and_modification.pdf p.1]. According to the records of the Ashby County Support Collection Unit, support is past due. In addition, your share of a medical expense for the parties' child, M.C., has not been reimbursed. This letter sets out the amounts and asks that they be paid.

The support order

The Final Decree provides as follows [final_decree_and_modification.pdf p.1]:

- **Child support (Paragraph 6):** you are to pay $1,150.00 per month for M.C., due on the 1st of each month, beginning April 1, 2025, and continuing until further order of the Court.
- **Spousal support (Paragraph 8):** you are to pay $800.00 per month, due on the 1st of each month, beginning April 1, 2025.
- **Medical expenses (Paragraph 7):** unreimbursed medical, dental and orthodontic expenses of the child are to be paid 60% by you and 40% by Ms. Castellano. You are to pay your share on receipt of a written request with a copy of the bill.
- **Method of payment (Paragraph 9):** all support payments are to be made through the Ashby County Support Collection Unit, which keeps the official record of payments.

By Order entered September 15, 2025, spousal support was reduced from $800.00 to $600.00 per month, beginning with the payment due October 1, 2025. The Order states that child support is unchanged and that all other provisions of the Final Decree remain in full force [final_decree_and_modification.pdf p.1]. The reduction therefore applies only to payments due on and after October 1, 2025.

Payment history

The Support Collection Unit's Payment History Statement dated February 27, 2026 shows the following for April 2025 through February 2026. The monthly amounts due are $1,950.00 for April through September 2025 and $1,750.00 for October 2025 through February 2026 [support_payment_history.pdf p.1].

Period	Amount due	Amount paid	Shortfall	Source
April 2025	$1,950.00	$1,950.00	$0.00	[support_payment_history.pdf p.1]
May 2025	$1,950.00	$1,950.00	$0.00	[support_payment_history.pdf p.1]
June 2025	$1,950.00	$1,200.00	$750.00	[support_payment_history.pdf p.1]
July 2025	$1,950.00	$1,150.00	$800.00	[support_payment_history.pdf p.1]
August 2025	$1,950.00	$1,150.00	$800.00	[support_payment_history.pdf p.1]
September 2025	$1,950.00	$0.00	$1,950.00	[support_payment_history.pdf p.1]
October 2025	$1,750.00	$1,750.00	$0.00	[support_payment_history.pdf p.1]
November 2025	$1,750.00	$1,000.00	$750.00	[support_payment_history.pdf p.1]
December 2025	$1,750.00	$0.00	$1,750.00	[support_payment_history.pdf p.1]
January 2026	$1,750.00	$1,150.00	$600.00	[support_payment_history.pdf p.1]
February 2026	$1,750.00	$0.00	$1,750.00	[support_payment_history.pdf p.1]

Total (as read from the statement): $20,450.00 due; $11,300.00 received; $9,150.00 arrearage [support_payment_history.pdf p.1].

The Support Collection Unit states that the statement shows principal only and that no interest has been calculated [support_payment_history.pdf p.1]. This letter therefore does not claim interest at this time. [VERIFY: Virginia rule on interest on support arrears]

Unreimbursed orthodontic expense

Larchmont Family Orthodontics billed for M.C.'s November 3, 2025 visit as follows [payment_requests_and_medical_bill.pdf p.1]:

Provider	Date of service	Amount billed	Insurance paid	Patient balance	Source
Larchmont Family Orthodontics	November 3, 2025	$1,400.00	$560.00	$840.00	[payment_requests_and_medical_bill.pdf p.1]

The statement shows that Ms. Castellano paid the $840.00 balance on November 26, 2025 [payment_requests_and_medical_bill.pdf p.1]. Under Paragraph 7, your 60% share of the unreimbursed amount is **$504.00** [payment_requests_and_medical_bill.pdf p.1; final_decree_and_modification.pdf p.1].

Ms. Castellano mailed you a written request for this share on December 12, 2025, enclosing the bill [payment_requests_and_medical_bill.pdf p.1]. She raised the unpaid share again by email on February 3, 2026. The records show no reply to that email, and the $504.00 has not been received [payment_requests_and_medical_bill.pdf p.1].

Prior requests

Ms. Castellano asked about the missed payments in text messages on September 8, 2025 and December 9, 2025. She also asked about them in her February 3, 2026 email, which noted that January support was short by $600.00 [payment_requests_and_medical_bill.pdf p.1]. The records show no payment that brings the account current.

Demand

We demand that you pay [ADD: demand amount], representing the support arrears and the unreimbursed orthodontic share described above, by [ADD: response deadline]. Payment should be made as follows: [ADD: payment instructions].

We also demand that all future support be paid in full and on time, as ordered: child support of $1,150.00 and spousal support of $600.00, each due on the 1st of the month, through the Ashby County Support Collection Unit [final_decree_and_modification.pdf p.1].

If you believe any figure in this letter is incorrect, please send us your payment records by the date above, and we will review them promptly.

Possible next steps

If the arrears and the medical reimbursement are not paid, Ms. Castellano may ask the Court to enforce the order. Depending on the order and Virginia rules, this may include contempt proceedings or income withholding or garnishment. [VERIFY: Virginia rule on enforcing support orders] [ADD: whether a state child support agency is involved]

We would prefer to resolve this without further court involvement. Please contact me at [ADD: phone] or [ADD: email] upon receipt of this letter.

Sincerely,

Priya N. Ashcombe
Ashcombe Lyle PLLC