

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

[Recipient's Name]
[Child Support Office/Family Court Name]
[Office Address]
[City, State, ZIP Code]

Subject: Application for Child Support Modification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the current child support arrangement outlined in the [specify court order/case number], dated [insert date of order]. Due to [briefly explain the reason for the request, e.g., change in income, loss of job, change in custody arrangements, additional expenses], I believe it is necessary to reevaluate the terms of the support agreement to ensure it adequately reflects my current financial situation and the needs of [Child's Name].

[Provide additional details, including relevant financial information or changes in circumstances that support your request.]

I am proposing [briefly outline your proposed changes to the child support arrangement]. I believe this modification is in the best interest of [Child's Name] and will provide for their ongoing needs.

I have attached [list any supporting documents you are including, such as proof of income, expenses, or other relevant documentation].

Thank you for considering my request. I look forward to your prompt response and hope to resolve this matter amicably.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]