

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Child Support Modification

I hope this letter finds you well. I am writing to formally request a modification of the current child support arrangement as outlined in our original agreement dated [original agreement date].

Due to [briefly explain the reason for the modification, e.g., change in income, change in custody arrangements, increase in child's needs, etc.], I believe it is necessary to reassess the current child support amount. Currently, I am providing [current child support amount] which has become increasingly difficult due to [explain your circumstances]. I would like to propose a modification to [proposed new amount] effective [requested effective date].

I believe that this adjustment would better reflect the current needs of [child's name] and my financial circumstances. I would greatly appreciate the opportunity to discuss this matter further and work towards a resolution that is fair for both parties.

Thank you for your attention to this important matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]