

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

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

Subject: Request for Child Support Modification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a modification of the current child support arrangement for my child, [Child's Full Name], born on [Child's Date of Birth], due to significant changes in my financial situation and circumstances.

1. **\*\*Current Child Support Agreement\*\***

- Date of existing agreement: [Date]
- Amount of child support: \$[Current Amount]

2. **\*\*Change in Circumstances\*\***

- Employment Status: [Explain change, e.g., lost job, new job with lower salary, etc.]
- Income Details: [Provide details of current income and any relevant financial documents]
- Additional Expenses: [List any new expenses, such as medical bills, childcare costs, etc.]

3. **\*\*Requested Modification\*\***

- Proposed new support amount: \$[Proposed New Amount]
- Rationale behind proposal: [Explain why the new amount is reasonable and justifiable]

4. **\*\*Supporting Documentation\*\***

- Attached Documents: [List any attached documents such as pay stubs, tax returns, etc.]

5. **\*\*Conclusion\*\***

I kindly ask for your understanding and consideration in this matter. It is my utmost priority to ensure that [Child's Name] continues to receive the necessary support, and I believe this modification is in the best interest of all parties involved.

Please let me know a convenient time for us to discuss this further or if there are any forms or procedures I need to follow. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]