

[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 Reduction

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a review and reduction of my current child support obligations due to [specific reason for requesting a reduction, e.g., change in financial circumstances, job loss, medical expenses, etc.].

Since the original agreement was established on [date of original agreement], my financial situation has significantly changed because [explain your situation briefly]. As a result, I am finding it increasingly challenging to meet my current child support payments while also providing for my basic needs.

I believe that a modification of my child support arrangement is in the best interests of both myself and my child. I am committed to supporting [child's name] and ensuring their well-being, but I respectfully ask for your understanding as I navigate these changes.

I am willing to provide any necessary documentation to support my request, including [list any documents you will provide, e.g., pay stubs, tax returns, proof of expenses, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]