

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Agency/Court Name]  
[Address]  
[City, State, Zip Code]

Subject: Petition for Modification of Child Support

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally petition for a modification of the child support order established in case number [Case Number], dated [Original Order Date], concerning my child(ren) [Child's Name(s)].

[Briefly explain the reason for the modification, e.g., change in income, change in custody arrangements, increased needs of the child, etc.]

As a result of these changes, I believe that the current child support arrangement no longer reflects my ability to provide support or the financial needs of my child(ren). [Provide specific details and any supporting evidence, if applicable.]

I kindly request that the court review this matter and consider adjusting the child support payments accordingly. I am committed to ensuring that the needs of my child(ren) are met and appreciate your attention to this important situation.

Thank you for your understanding and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]