

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

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

Subject: Request 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 established on [original court date or agreement]. Due to [briefly explain the reason for requested modification, e.g., change in financial circumstances, job loss, increased expenses, etc.], I believe that a reassessment of the current child support amount is necessary.

As per the original agreement, I am currently responsible for paying [specific amount] per month. However, since [specific date or event], my financial situation has changed in the following ways:

- [Detail any relevant changes, e.g., loss of income, increased living expenses, etc.]
- [List any other factors that contribute to your request]

I have attached supporting documentation to provide further detail on these changes, including [list documents, if applicable, e.g., pay stubs, unemployment letters, medical bills, etc.].

I kindly request that we schedule a time to discuss this matter in further detail, and I am open to mediation if necessary. I believe that a revised agreement will best serve the interests of our child(ren) while considering the current circumstances.

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]