

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

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

Dear [Recipient's Name],

Subject: Request for Modification of Child Support

I hope this letter finds you well. I am writing to formally request a modification of the existing child support order established under [Case Number] due to [briefly state the reason for modification, e.g., change in financial circumstances, loss of employment, change in custody arrangements, etc.].

[Explain your current situation in detail, including any pertinent financial changes, changes in needs of the child(ren), or other relevant information. Include any supporting documentation if necessary.]

Given these changes, I respectfully request that the child support amount be reviewed and modified accordingly. I believe that a fair adjustment would better reflect my current financial capabilities and the best interests of [Child's Name(s)].

I look forward to your prompt attention to this request and am available to discuss this matter further at your convenience. Thank you for considering my request for modification.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]