

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

[Date]
[Child Support Enforcement Agency Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Modification of Child Support Order

Dear [Child Support Officer's Name],

I hope this letter finds you well. I am writing to formally request a modification of my current child support order due to [briefly explain reason, e.g., a change in financial circumstances, employment status, etc.].

My current child support order, dated [insert date of the original order], requires me to pay [insert amount] per month for the support of my child/children, [child's names]. However, [provide details about the change in circumstances, such as loss of job, reduction in income, additional expenses, etc.].

Given these circumstances, I kindly ask that you review my case and consider adjusting the child support amount accordingly. I believe this change would reflect my current financial ability while still prioritizing the welfare of my children.

I have attached [list any supporting documents, e.g., pay stubs, termination letter, etc.] for your review. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

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