

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

[Recipient's Name]
[Recipient's Title/Position]
[Child Support Agency/Office Name]
[Agency 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 my current child support order, case number [case number], due to [briefly explain the reason for the request, e.g., change in income, increased expenses, job loss, etc.].

[Provide additional details about your current situation, reasons for the modification, and any relevant documentation you are including, such as proof of income, expenses, or changes in circumstances.]

I believe that a reassessment of my child support obligations is warranted given these changes, and I am committed to ensuring that my child's needs are met while also being able to fulfill my financial obligations.

Please let me know if you require any further information or documentation from my side in order to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]