

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

Subject: Appeal for Child Support Determination

Dear [Recipient's Name],

I am writing to formally appeal the child support determination made on [date of determination] regarding [Child's Name] (DOB: [Child's Date of Birth]). I believe that the decision made did not take into account all relevant factors affecting my financial situation and the needs of [Child's Name].

[Briefly explain your reasons for appeal, including any discrepancies, changes in income, or additional expenses that were not considered.]

I kindly request a review of this case and the opportunity to provide additional documentation or evidence supporting my appeal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]