

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of my current child support obligation due to changes in my financial circumstances.

[Explain your current financial situation briefly, including any job loss, income reduction, or increased expenses.]

Considering these changes, I respectfully request a review of my child support payments. I believe a reduction is necessary to ensure I can continue to provide for my child's needs while meeting my financial obligations.

I am committed to supporting [Child's Name] and would like to discuss this matter further. Please let me know a convenient time for us to talk or if you require any additional documentation to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]