

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Agency or Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a child custody evaluation for my [son/daughter], [Child's Name], born on [Child's Date of Birth]. As part of the ongoing custody proceedings, I believe that a thorough evaluation is necessary to ensure the best interests of my child are taken into account.

The reason for this request stems from [briefly explain the circumstances or concerns that justify the evaluation]. I am seeking an impartial assessment of [Child's Name]'s living situation, emotional health, and overall well-being in light of the current circumstances.

Please let me know what information or documentation is needed from my side to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]