

[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 to the current child custody arrangement for [Child's Name], born on [Child's Birthdate].

[Briefly explain the current custody arrangement and any relevant background information].

Due to [reason for the request, e.g., changes in my circumstances, child's needs, etc.], I believe that a change in custody would be in the best interest of [Child's Name]. [Explain how the proposed change will benefit the child].

I kindly ask that we consider [specific changes you are proposing, e.g., increased visitation, full custody, etc.], and I am open to discussing this matter in more detail at your earliest convenience.

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

Sincerely,

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