

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

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

Subject: Request for Modification of Child Support

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the current child support arrangement established on [original order date]. Due to [briefly explain the reason for the modification request, e.g., change in income, job loss, increase in expenses], I believe it is necessary to revisit the terms of our agreement.

As per [specific guidelines or laws in your state], I am requesting that we [suggest the new terms you are proposing], which I believe will better reflect my current financial situation and the needs of our child/children, [Child's Name(s)].

I am committed to ensuring that [Child's Name(s)] receives the support they need and would appreciate your understanding and consideration of this request. I am open to discussing this matter further and would welcome the opportunity to negotiate a fair modification for both parties.

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

Sincerely,

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