

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

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

Re: Request for Modification of Child Support Order

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the existing child support order (Case No: [insert case number]) issued on [insert date of original order].

Pursuant to [cite applicable state statute or guideline], I believe there has been a substantial change in circumstances that warrants a reevaluation of the child support obligations. The changes include, but are not limited to, [briefly detail the changes, e.g., change in income, employment status, medical needs of the child, etc.].

Accordingly, I kindly request that the court review the current child support arrangement and consider the following amendments: [list proposed modifications, e.g., adjustment of payment amount, change in payment structure, etc.].

I have attached all relevant documentation to support my request, including [list any evidence or documents you are including, e.g., pay stubs, tax returns, medical bills, etc.].

I appreciate your attention to this matter and look forward to your timely response. Should you require additional information or wish to discuss this matter further, please do not hesitate to contact me at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]