

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

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

Subject: Notice of Child Support Modification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you of my intention to request a modification of the existing child support order dated [original order date] due to [briefly state the reason, e.g., change in financial circumstances, change in custody arrangements, etc.]. As per the [state / court name] guidelines, I believe that the current support amount of [current support amount] is no longer appropriate due to [specific reasons such as job loss, increased expenses, etc.].

I would like to discuss this matter with you and see if we can come to an agreement regarding a revised support amount. If we cannot reach an agreement, I will be compelled to take further legal steps to formally request a modification through the court.

Please feel free to contact me at your earliest convenience to discuss this important matter. I believe we can come to a mutually beneficial arrangement.

Thank you for your attention to this issue.

Sincerely,

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