

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

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

Subject: Request for Child Support Modification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the child support order in the case of [Your Case Number or Children's Names] due to [briefly explain the reason for the modification request, e.g., change in income, employment status, change in children's needs, etc.].

Currently, I am obligated to pay [current child support amount] as per the existing order dated [date of the original order]. However, due to [provide specific details regarding your circumstances], I believe that a modification is necessary to better reflect my current financial situation and the best interests of my child/children.

I kindly request that you review my case and consider adjusting the child support amount to [proposed new amount], which I believe is more appropriate given my circumstances. Enclosed are [list any supporting documents you are including, such as proof of income, employment changes, medical bills, etc.] to support my request.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification.

Thank you for your consideration.

Sincerely,

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