

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

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

Re: Child Support Modification Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the current child support order established on [original order date], due to [briefly state reason for modification, e.g., change in income, health issues, change in custody arrangement, etc.].

As you may know, my financial situation has [describe how your situation has changed, including any relevant details such as job loss, reduced hours, increased expenses, etc.]. This change has affected my ability to meet the current child support obligations, which are as follows:

- Amount of current child support: \$[amount]
- Frequency of payments: [weekly/bi-weekly/monthly]

Given these circumstances, I am requesting a review of the current support arrangement and a modification to reflect my new situation. I believe this will ensure that I can continue to provide for [Child's Name] in a manner that is both sustainable and in their best interest. I am open to discussing this matter further and may be available for a meeting at your convenience. I appreciate your attention to this important issue and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]