

[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 your reason for requesting modification, e.g., changes in income, job loss, increased expenses], I believe it is necessary to revisit the terms of our agreement.

Currently, the agreed amount is [current amount], which was based on [briefly refer to circumstances at the time of the original order]. However, my situation has changed because [explain your circumstances in detail, providing any relevant documentation if necessary].

I would like to propose a new amount of [proposed amount] based on my current financial situation. [Optionally, you can include a brief explanation of how you arrived at this proposed amount].

I believe that this modification will ensure that [Child's Name] continues to receive the support they need while considering the changes in my circumstances. I am open to discussing this matter further and hope to come to a mutually agreeable solution.

Thank you for your attention to this important matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]