

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

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

Subject: Request for Child Support Calculation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a calculation of child support in relation to my case involving [Child's Name] born on [Child's Date of Birth].

As per the [State/County] child support guidelines, I would like to ensure that the support amount is appropriately calculated based on current financial circumstances. The details I would like considered include:

- My current income: [Your Income]
- [Other parent's name] current income: [Other Parent's Income]
- Other relevant expenses or factors: [List any additional factors]

Please let me know what documentation is required to facilitate this request. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,
[Your Name]