

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

Subject: Application for Child Support Eligibility

Dear [Child Support Officer's Name or "To Whom It May Concern"],
I hope this letter finds you well. My name is [Your Name], and I am writing to formally request an evaluation of my eligibility for child support for my child(ren), [Child's Name(s)], born on [Child's Date of Birth].

In [specific circumstances or context, e.g., "the recent changes in my financial situation"], I believe it is essential to revisit the support arrangements to ensure the well-being of my child(ren).

Please find attached copies of the required documents, including:

1. Proof of Income
2. Child's Birth Certificate
3. [Any other relevant documents]

I appreciate your attention to this matter and look forward to your prompt response so we may ensure the best outcome for my child(ren).

Thank you for your assistance.

Sincerely,

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