

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Virginia Court Name]  
[Court Address]  
[City, State, ZIP Code]

Re: Child Custody Case No. [Case Number]

Dear [Clerk of Court's Name or Judge's Name],

I am writing to formally request a hearing regarding child custody for my child, [Child's Name], born on [Child's Birth Date]. I am seeking custody arrangements that are in the best interest of my child.

In support of my request, I wish to present the following details:

1. Current living situation and environment.
2. Relationships with both parents and other family members.
3. Any relevant facts regarding my child's well-being, including education and health.
4. Proposals for custody and visitation arrangements.

I would appreciate the court's consideration of my request. I am committed to ensuring that [Child's Name]'s needs are met, and I am willing to cooperate with the other parent to achieve a fair and amicable solution.

Thank you for your attention to this matter. I look forward to your prompt response regarding the scheduling of the hearing.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]