

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Human Services Department
Address Line
City, State Zip Code

Re: Request for Reduction in Child Support Payments

Dear :

I am aware that I am responsible for paying \$ in child support every week. However, I have experienced a drastic change in circumstances that may prevent me from meeting my financial obligations to my child. At the time the order for child support was issued, I was employed at Company and my salary was approximately \$ biweekly. As of Date, I was terminated through no fault of my own and I am currently unemployed.

I am requesting that the current order of child support be modified to reflect my present situation.

Sincerely,

N A M E