

Application for Child Support Adjustment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Child Support Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Application for Child Support Adjustment

Dear [Child Support Officer's Name],

I hope this letter finds you well. I am writing to formally request an adjustment to my current child support obligation due to a significant change in my income.

As of [Date of Income Change], my income has been reduced due to [brief explanation of income change, e.g., job loss, reduced hours, etc.]. My current situation has made it challenging to meet my existing child support payments, and I believe it is in the best interest of my child to reassess my obligation based on my current financial circumstances.

Enclosed are the relevant documents supporting my request, including [list of attached documents, e.g., pay stubs, tax returns, etc.]. I kindly ask that you review my case and consider adjusting the child support amount to reflect my current income level.

Thank you for your attention to this matter. I look forward to your prompt response. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]