

# Formal Request for Modification of Child Custody Arrangement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Office/Agency]

[Office Address]

[City, State, Zip Code]

## Subject: Request for Modification of Child Custody Arrangement

Dear [Recipient's Name],

I am writing to formally request a modification of the current child custody arrangement concerning my child, [Child's Name], originally established on [Date of Original Agreement/Court Order].

Due to [briefly explain the reasons for the requested modification, e.g., change in living situation, employment, health issues, or other relevant circumstances], I believe that it is in the best interest of [Child's Name] to revisit the terms of our custody agreement.

Specifically, I am proposing the following changes to the custody schedule:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

I am committed to ensuring a smooth transition for [Child's Name] and believe that these modifications will promote a healthier, more stable environment for them.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting.

Thank you for your consideration of this request. I look forward to hearing from you soon.

Sincerely,

[Your Name]