

# Child Tax Benefit Application Update Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Your Phone Number]

[Your Email Address]

To Whom It May Concern,

I am writing to formally request an update regarding my Child Tax Benefit application submitted on [Insert Date of Application]. My application reference number is [Reference Number].

Since my initial application, there have been some changes in my family circumstances that I believe could impact the benefits my family is entitled to. Specifically, [briefly describe changes, e.g., a change in income, number of children, or marital status].

Please let me know what additional information you may require from my side to facilitate this update. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]