

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit documentation regarding the modification of child custody for my child, [Child's Name], in case number [Case Number]. As discussed in our previous correspondence, I believe that a modification is in the best interest of my child due to [brief reason for modification].

Enclosed, please find the following documents:

- Affidavit of [Your Name]
- Parenting Plan Proposal
- Letters of Support
- Any other relevant documentation

I appreciate your prompt attention to this matter and look forward to your guidance on the next steps in this process.

Thank you for your consideration.

Sincerely,

[Your Name]