

Notice of Modification in Family Circumstances

Date: [Insert Date]

To:

[Name of the Legal Authority/Agency]

[Address of the Legal Authority/Agency]

Subject: Announcement of Modification in Family Circumstances

Dear [Name of the Recipient or Title],

I hope this letter finds you well. I am writing to formally notify you of a change in my family circumstances that may be relevant to my case/file number [Insert Case/File Number].

As of [Insert Date of Change], the following modifications have occurred:

- [Describe the modification, e.g., change in address, custody arrangement, financial status, etc.]
- [Provide any additional relevant details or explanations.]

Please let me know if you need any further documentation or if there are any formal procedures I should follow as a result of these changes.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]