Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address: Name Address Line 1 Address Line 2 City, State Zip Code

Date:

Name Human Services Department Address Line City, State Zip Code

Re: Request for Reduction in Child Support Paymentag

Dear :

I am aware that I am responsible for paying \$\) in child support every week. However, I have experienced a drastic change in circumstances that may prevent me from meeting my financial obligations to my child. At the time the order for child support was issued, I was employed at Company and my salary was approximately \$\) biweekly. As of Date, I was terminated through no fault of my own and I am currently unemployed.

I am requesting that the current order of child support be modified to reflect my present situation.

Sincerely,

NAME



# **Sample Letter Request Reduction Child Support**

**Guillaume Favre** 

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