

**SAMPLE FORM LETTER TO DSS/CSE**

**(HAND DELIVERED OR RETURN RECEIPT REQUESTED)**

DEPARTMENT OF SOCIAL SERVICES  
CHILD SUPPORT ENFORCEMENT

RE: REQUEST FOR A DOWNWARD MODIFICATION

TO: NAME OF APPROPRIATE CASEWORKER:

**(NOTE: CASEWORKERS ARE ASSIGNED BY THE FIRST LETTER OF THE LAST NAME OF THE NON-CUSTODIAL PARENT)**

PLEASE BE ADVISED THAT I HAVE A CHANGE IN CIRCUMSTANCE THAT WARRANTS A REVIEW OF MY CHILD SUPPORT CASE AND A POSSIBLE DOWNWARD MODIFICATION.

MY CHANGE IN CIRCUMSTANCE IS AS FOLLOWS:

**(LIST HERE THE APPROPRIATE CHANGE)**

---

---

---

ATTACHED ARE THE DOCUMENTS YOU NEED TO PROCESS MY REVIEW. **(MAKE SURE YOU ATTACH THE APPROPRIATE ATTACHMENTS)**

MY FULL NAME, ADDRESS, AND SOCIAL SECURITY NUMBER ARE AS FOLLOWS **(ALSO INCLUDE DSS CASE NUMBERS IF KNOWN)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SOC SEC: \_\_\_\_\_

\_\_\_\_\_

THANK YOU FOR YOUR ATTENTION TO THIS MATTER,

(YOUR SIGNATURE)