

[CURRENT\_DATE]

Recipient name

Recipient address (multiple lines)

CSE Case Number:

[CSE\_CASE\_NUMBER]

Custodial Party:

[CP\_PRIMARY\_NAME]

Noncustodial Parent:

[NCP\_PRIMARY\_NAME]

Court Case Number:

[COURT\_CASE\_NUMBER]

Dear [RECIPIENT\_NAME]:

Our office has become aware of a potential change in circumstances that could affect the amount of your child support order. As a result, your child support order will be reviewed to see if the amount in the order should be changed.

Please provide our office with any information that could affect the child support order within 20 business days from the date on this letter.

If you have any questions, please visit Customer Connect at [www.childsupport.ca.gov/customer-connect](http://www.childsupport.ca.gov/customer-connect), for assistance on-line or call Customer Connect at (866) 901-3212. Persons with hearing or speech impairments, please call the TTY number at (866) 399-4096.

Sincerely,

[WORKER\_NAME]

[WORKER\_TITLE]

Enclosure(s)