

[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 received a request from [REQUESTING_PARTY] to have your child support order reviewed. 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, 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)