

SAMPLE

Request to recalculate child support

Below is an example of an email to the other parent requesting to change the amount of child support you are paying because your **income has changed**. Use it as a guide to write your own message to the other parent.



Learn more about **recalculating child support** at family.cplea.ca

A change in income can be a significant change in circumstances that warrants recalculating child support. If you change jobs and have a different income, you should let the other parent know as soon as possible.

In your note, explain more about:

- why your income changed
- what your new income will be
- the date your income changes


Attach proof of your income change, such as a job offer, promotion letter or pay stub.

From: Jordan <parentjordan@emailaddress.ca>

Date: May 25, 2024 4:37:21 PM MDT

To: Alex <parentalex@emailaddress.ca>

Subject: New Child Support Calculations

 1 Attachment > Letter of Employment (250MB)

Alex:

I am writing this email to request we update the amount of child support I am paying as my income has changed.

I have changed jobs. My new job pays less than the job I left, but I do not have to travel out of the city as much. I've attached a letter of employment from my new boss that shows how much I will make every pay period. I estimate that this year I will make approximately \$10,000 less than I did last year. My income will be close to \$75,000 this year.

This change will affect the amount of child support that I can pay for our son, Ben. Based on the online child support calculator that I used, my child support payments will go from \$747 to \$650 per month. I'd like to start the new child support payments as soon as possible. Please let me know if you'll agree to the new child support amount by June 15, 2024.

Jordan