September 1, 20XX

John Smith

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Anytown, MA 12345

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Dear Honorable Judge [Name],

I am writing to you today on behalf of [Name], who is the father/mother of [child’s name], for whom they owe child support. I understand that [Name] has fallen behind on their payments, and I am writing to you to request leniency in this matter.

While I do not condone the failure to pay child support, I do want to bring to your attention some extenuating circumstances that have contributed to this situation. [Name] has recently lost their job and has been struggling to make ends meet. They have been actively seeking employment and have expressed their commitment to catching up on their payments as soon as possible.

[Name] deeply cares for their child and wants nothing more than to provide for them in every way possible. However, their current financial situation has made it difficult for them to meet their obligations. I am writing to request that you show compassion and understanding in this matter and consider granting some leniency to [Name] as they work to get back on their feet.

Thank you for your time and consideration.

Sincerely,

John Smith