

# Request for Change Memo

Dear \_\_\_\_\_;

I respectfully request a change to our child(ren)'s visitation agreement.  
I would like the following change:

\_\_\_\_\_  
Original Date(s)

\_\_\_\_\_  
Original Time(s)

\_\_\_\_\_  
New Date(s)

\_\_\_\_\_  
New Time(s)

The reason I would appreciate the change is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please consider this change and let me know by \_\_\_\_\_.  
Otherwise, I will assume this request was denied and will stay with the original  
schedule. Thanks for your consideration of this request.

\_\_\_\_\_ Call to discuss further.

Signed \_\_\_\_\_

Dated \_\_\_\_\_