

Date: [Insert Date]

[Parent 1 Name]  
[Address]  
[City, State, Zip Code]

[Parent 2 Name]  
[Address]  
[City, State, Zip Code]

Re: Mutual Agreement to Modify Child Custody and Visitation regarding [Child's Full Name(s)]

To the [Insert Name of Court] Court,

We, [Parent 1 Name] and [Parent 2 Name], the parents of the minor child(ren) listed below, submit this letter as a formal notification of our mutual agreement to modify our current custody and visitation order dated [Date of Original Order].

Child(ren)'s Name(s) and Date(s) of Birth:

1. [Child Name], [Date of Birth]
2. [Child Name], [Date of Birth]

We have mutually agreed to the following modifications to our existing arrangement:

**1. Legal Custody:**

[Example: We shall continue to share joint legal custody / Specific changes to decision-making authority.]

**2. Physical Custody and Residential Schedule:**

[Detail the new primary residence and the specific schedule for weekdays and weekends.]

**3. Holiday and Vacation Schedule:**

[Detail how holidays, school breaks, and summer vacations will be shared.]

**4. Transportation Arrangements:**

[Detail how the child(ren) will be transported between households and who is responsible for costs.]

We believe these changes are in the best interests of our child(ren) because [Briefly state reason, e.g., changes in work schedules or child's school needs].

We respectfully request that the Court accept this mutual agreement and incorporate these terms into a modified court order. We waive our right to a formal hearing on this matter as both parties are in full agreement.

Sincerely,

\_\_\_\_\_  
[Parent 1 Printed Name]  
Date:

\_\_\_\_\_  
[Parent 2 Printed Name]  
Date:

**Notary Acknowledgment**

State of [State]  
County of [County]

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public