

**Date:** [Insert Date]

**RE: Mutual Agreement to Modify Shared Custody**

**Case Number:** [Insert Case Number, if applicable]

**Children:** [Insert Name(s) and Date(s) of Birth]

To the Honorable Court / To Whom It May Concern,

This letter serves as a formal notification that [Parent Name A] and [Parent Name B] have mutually reached an agreement to modify the existing custody and visitation schedule regarding our minor child(ren) listed above.

We believe these changes are in the best interest of the child(ren) due to [Briefly state reason, e.g., change in school schedule, relocation, or child's age].

**Agreed Modifications:**

- **Physical Custody Schedule:** [Detail the new weekly/monthly rotation]
- **Holiday/Vacation Schedule:** [Detail changes to holidays or breaks]
- **Transportation:** [Detail who is responsible for drop-off and pick-up]
- **Decision Making:** [Specify if legal custody remains joint or changes]

We have both reviewed these terms and agree to abide by them. We request that the court accept this mutual settlement and update our formal custody order accordingly.

Sincerely,

\_\_\_\_\_  
**[Parent Name A - Signature]**  
[Date]

\_\_\_\_\_  
**[Parent Name B - Signature]**  
[Date]

**Notary Acknowledgement (If required):**

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

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