

Date: [Date]

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

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

Re: Mutual Agreement to Modify Parenting Plan regarding [Child(ren)'s Name(s)]

Dear [Parent 2 Name],

This letter serves as a formal record of our mutual agreement to modify the existing Parenting Plan dated [Date of original court order/agreement]. We both agree that the following changes are in the best interest of our child(ren) due to [Optional: brief reason, e.g., changes in school schedule or work hours].

We have agreed to the following modifications:

- **Custody/Visitation Schedule:** [Describe the new schedule in detail, including days and times].
- **Holiday/Vacation Schedule:** [Describe any changes to holiday rotations or summer break].
- **Transportation:** [Describe who will handle drop-offs and pick-ups and the location].
- **Communication:** [Describe any changes to how parents or children will communicate].
- **Other Provisions:** [List any other agreed changes].

All other provisions of the original Parenting Plan not mentioned above shall remain in full force and effect.

By signing below, we acknowledge that we have read these terms, understand them, and agree to follow this updated schedule. We further agree to submit this document to the court to be formally entered as an updated order.

Sincerely,

[Parent 1 Signature]

Date: _____

[Parent 2 Signature]

Date: _____

Notary Acknowledgement (If required)

State of [State], County of [County]

Signed and sworn to before me this ____ day of _____, 20__.

Notary Public Signature