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| **Our Ref** | Phone:  Fax: |

**By Email:**

Dear

**Your Child Support Matter**

I refer to your appointment with me on .

I confirm that I have submitted your "Application for Change of Assessment" to the Department of Human Services, Child Support. Please find enclosed a copy of the letter which I sent to Child Support on your behalf.

Child Support will contact you about your application. If you do not hear from Child Support within four weeks, you should telephone them on 131 272.

Child Support will notify you in writing when a decision has been made about your application. If you disagree with the decision **you only have 28 days to object**. An objection must be lodged in writing with Child Support. The objection must state clearly the grounds on which you are objecting.

If you would like my assistance with an objection, you should make an appointment to see me at by calling immediately after receiving the letter informing you of Child Support’s decision.

Yours sincerely

**Solicitor**