

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]

[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO) Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the processing of a Qualified Domestic Relations Order (QDRO) in relation to the benefits held within [Plan Name/Type], under the account of [Participant's Name] (SSN: [Participant's SSN]).

**\*\*Details of the Order:\*\***

- **\*\*Effective Date of Divorce:\*\*** [Date]
- **\*\*Case Number:\*\*** [Court Case Number]
- **\*\*Alternate Payee Name:\*\*** [Your Name]
- **\*\*Alternate Payee SSN:\*\*** [Your SSN]
- **\*\*Percentage of Benefits:\*\*** [Specify percentage or amount]

Please find enclosed the necessary documents, including the draft QDRO for your review. I kindly request that you review this document and provide any feedback or necessary amendments needed for compliance with your plan's requirements.

Should you require further information or additional documentation, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]