

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Qualified Domestic Relations Order (QDRO) Process

I hope this letter finds you well. I am writing to formally request the initiation of the Qualified Domestic Relations Order (QDRO) process regarding the division of retirement benefits in connection with my recent divorce from [Former Spouse's Name].

As per the divorce decree issued on [Date of Divorce], [provide brief details on how the retirement benefits should be split]. I kindly ask you to guide me through the necessary steps to ensure the proper execution of the QDRO.

Please let me know the required documentation and any specific forms that need to be completed. I would appreciate your assistance in facilitating this process as I aim to finalize it as soon as possible.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]