

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notification of QDRO Filing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inform you that a Qualified Domestic Relations Order (QDRO) has been filed regarding the division of retirement benefits as part of our divorce settlement. The QDRO was filed on [date of filing] with the [name of court or agency] and is intended to ensure the proper allocation of retirement benefits in accordance with our divorce decree.

Please feel free to contact me if you have any questions or require further information regarding this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]