

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

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

Dear [Recipient's Name],

Subject: Notification of Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to formally notify you that a Qualified Domestic Relations Order (QDRO) has been issued concerning [specify the retirement plan or account].

The QDRO outlines the division of retirement benefits and provides you with the entitlement to [specify the percentage or amount] of the benefits accrued during our marriage. This order has been approved by the court and is now in effect.

Please find a copy of the QDRO attached for your records. If you have any questions or require further information regarding the distribution process or your rights under the QDRO, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]