

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: QDRO Eligibility Letter

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request information regarding the eligibility for a Qualified Domestic Relations Order (QDRO) related to [Name of Participant], who is currently a participant in [Name of Plan] as of [Date].

In order to proceed with the QDRO, I kindly ask you to confirm the following details:

1. The participant's current account balance and investment options.
2. Any restrictions or requirements associated with the QDRO process under the plan.
3. The necessary documentation and forms required to initiate the QDRO.
4. Contact information for the person or department that can assist further with this process.

Thank you for your assistance regarding this matter. Please feel free to reach me at [Your Phone Number] or [Your Email Address] if you require any additional information from my end.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Relationship to the Participant]