

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

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

Dear [Recipient Name],

Subject: Explanation of Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to provide a clear explanation of the Qualified Domestic Relations Order (QDRO) as it pertains to our recent agreement regarding the division of retirement benefits.

A QDRO is a legal order that recognizes the rights of an alternate payee to receive a portion of the retirement plan benefits of a participant in a qualified retirement plan, typically arising from a divorce or separation. This order is essential in ensuring that both parties receive their fair share of the retirement assets accumulated during the marriage.

The main features of a QDRO include:

1. Identification of the retirement plan(s) involved.
2. Specification of the amount or percentage of benefits awarded to the alternate payee.
3. Clear instructions on when the distribution should occur.

Once the QDRO is approved by the court and the retirement plan administrator, the alternate payee becomes eligible to receive their designated benefits, following the plan's rules regarding distributions.

I recommend consulting with a qualified attorney to ensure that everything is in order and to assist with any necessary filings. Please feel free to reach out if you have any questions or need further clarification regarding the QDRO process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]