

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO) Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) in connection with my recent divorce from [Spouse's Name].

Please find the following details pertaining to the requested QDRO:

1. \*\*Participant Name:\*\* [Your Full Name]
2. \*\*Alternate Payee Name:\*\* [Spouse's Full Name]
3. \*\*Plan Name:\*\* [Name of the Retirement Plan]
4. \*\*Plan Administrator Contact Information:\*\* [Contact Information of the Plan Administrator]

The QDRO is necessary to ensure proper division of the retirement benefits as outlined in our divorce settlement. Enclosed are a copy of the divorce decree and any additional documents you may require to process this request.

I would appreciate your assistance in this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information. Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]