

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Plan Administrator's Name]
[Plan Name]
[Plan Administrator's Address]
[City, State, ZIP Code]

Dear [Plan Administrator's Name],

Subject: Inquiry Regarding Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to inquire about the process and requirements for obtaining a Qualified Domestic Relations Order (QDRO) related to the retirement plan of [Participant's Name], who is my [Relationship, e.g., ex-spouse].

I would appreciate it if you could provide me with information regarding the following:

1. The specific documentation required to draft a QDRO.
2. Any template or guidelines that your plan may offer for creating a QDRO.
3. The deadlines or timelines that I should be aware of in relation to submitting the QDRO.
4. Any fees associated with processing the QDRO.

Please let me know if you need further information from my end or if there are specific forms I need to complete.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]