

[Your Law Firm's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Qualified Domestic Relations Order (QDRO) for [Client's Name]

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to request your assistance in preparing a Qualified Domestic Relations Order (QDRO) in relation to the divorce proceedings of our client, [Client's Name], and [Former Spouse's Name].

The QDRO will facilitate the division of [specific retirement plan, e.g., 401(k), pension plan] in accordance with the divorce decree dated [date of divorce decree]. Below are the pertinent details for your review:

1. ****Participant Information****:

- Name: [Client's Name]
- Social Security Number: [Client's SSN]
- Last known address: [Client's address]

2. ****Alternate Payee Information****:

- Name: [Former Spouse's Name]
- Social Security Number: [Former Spouse's SSN]
- Last known address: [Former Spouse's address]

3. ****Plan Information****:

- Name of Plan: [Name of the retirement plan]
- Plan Administrator: [Name of Plan Administrator]
- Plan Address: [Address of Plan Administrator]

4. ****Distribution Terms****:

- Percentage to be awarded to the Alternate Payee: [Specify percentage, e.g., 50% of the vested balance]
- Effective date of division: [Date]

We request that you draft the QDRO based on these parameters, following the applicable laws and regulations to ensure that the order is qualified under ERISA and approved by the plan administrator.

Please feel free to reach out if you require any additional information or clarification regarding this matter. We appreciate your prompt attention to this request and look forward to your favorable response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm's Name]

[Your Contact Information]

[Your Email Address]