

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

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

Subject: Request for Modification of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification of the Qualified Domestic Relations Order (QDRO) dated [original QDRO date], pertaining to [Names involved in the QDRO].

The grounds for this modification are as follows:

1. [Reason for modification #1]
2. [Reason for modification #2, if applicable]
3. [Any additional reasons, if necessary]

Enclosed, please find the necessary documents that support my request, including:

- [List of attached documents, e.g., original QDRO, proposed modification, supporting financial documents, etc.]

I kindly ask that you review this request at your earliest convenience. I am looking forward to your response and hope to work together to ensure a fair and equitable resolution.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]