

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

Dear [Plan Administrator's Name],

RE: Qualified Domestic Relations Order (QDRO) Notification

I hope this letter finds you well. I am writing to formally notify you regarding a Qualified Domestic Relations Order (QDRO) related to the retirement plan of [Member's Name], [Member's Social Security Number or Employee ID if applicable] as part of the dissolution of marriage proceedings.

Please find attached the court-issued QDRO dated [Date of QDRO] which details the following:

1. The name of the participant (member): [Member's Name]
2. The name of the alternate payee: [Alternate Payee's Name]
3. The specific percentage or amount to be assigned: [Percentage/Amount]
4. The terms for distribution upon the member's retirement, separation, or as specified.

In accordance with [State] laws and the applicable provisions within your plan's guidelines, please review the attached QDRO for approval. If you require any additional documentation or have questions regarding the contents of the QDRO, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

I appreciate your prompt attention to this matter and look forward to your confirmation of receipt.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to the Member]

[Attachment: QDRO Document]