

[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: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the initiation of a Qualified Domestic Relations Order (QDRO) regarding my [ex-spouse's or partner's full name] retirement plan.

As part of our divorce settlement, the court has ordered that I receive [specify percentage or amount] of [ex-spouse's or partner's name] retirement benefits. Attached to this letter, please find the necessary documentation including the court order and my personal information.

Please let me know if you require any additional information or documentation to process this request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)

Attachments: Court Order, Personal Information Document