

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

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

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the preparation and issuance of a Qualified Domestic Relations Order (QDRO) related to my [divorce/separation] from [Ex-Spouse's Name], which was finalized on [Date of Finalization].

As part of the division of assets, it has been agreed that [Ex-Spouse's Name] will receive [specific percentage or amount] from my retirement plan, [Name of Retirement Plan or Account], [Account Number if applicable]. To facilitate this transfer, we require a QDRO that complies with the requirements of [specific laws or regulations if applicable]. Please let me know what documentation you may need from my side or from [Ex-Spouse's Name] to process this request. I can be reached at [your phone number] or [your email address] for any further information or clarification.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]