

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

[Recipient's Name]
[Recipient's 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) pertaining to the [Name of Retirement Plan or Account] as part of the division of assets in accordance with the terms of the divorce decree dated [Date of Divorce Decree].

To facilitate this process, please find attached the following documents:

1. A copy of the divorce decree.
2. The stipulation of the settlement agreement, if applicable.
3. Any additional documentation required to initiate the QDRO process.

I would appreciate your prompt attention to this matter, as I would like to ensure that all necessary steps are completed in a timely manner.

Should you require further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]