

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

[Recipient Name]
[Recipient's Title/Department]
[Company/Plan Administrator Name]
[Company Address]
[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I am writing to request the processing of a Qualified Domestic Relations Order (QDRO) in relation to the divorce settlement between [Your Name] and [Spouse's Name].

1. ****Parties Involved****

- Participant: [Spouse's Name]
- Alternate Payee: [Your Name]

2. ****Court Information****

- Court Name: [Name of Court]
- Case Number: [Case Number]
- Date of Divorce Decree: [Date]

3. ****Plan Information****

- Plan Name: [Name of Retirement Plan]
- Plan Administrator: [Name of Administrator]
- Plan Identification Number: [Plan ID Number]

4. ****Order Instructions****

- Specific instructions regarding division of benefits
- Percentage or amount to be awarded to the Alternate Payee

5. ****Closing Remarks****

- Request for confirmation of receipt and processing timeline
- Thank you for your attention to this matter

Sincerely,

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