

[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 letter finds you well. I am writing to formally request the issuance and processing of a Qualified Domestic Relations Order (QDRO) in relation to my [divorce/separation] from [Spouse's Name].

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

- Participant (Employee): [Your Full Name]
- Alternate Payee (Former Spouse): [Spouse's Full Name]

2. ****Plan Information**:**

- Name of Plan: [Name of Retirement Plan]
- Plan Administrator: [Name & Title of Plan Administrator]
- Address of Plan Administrator: [Address]

3. ****Supporting Documents**:**

Attached are copies of the following documents for your reference:

- Divorce Decree/Separation Agreement
- Property Settlement Agreement (if applicable)
- Any additional relevant documents

4. ****Proposed QDRO Details**:**

- Specify the percentage/amount of benefits to be awarded to the Alternate Payee

- Include any pertinent timelines or conditions

5. ****Request for Assistance**:**

I would appreciate your assistance in drafting the QDRO in compliance with the plan's guidelines. If there are any forms or additional information needed from my side, please let me know at your earliest convenience.

6. ****Contact Information**:**

Should you have any questions or require further discussion, I am available at [Your Phone Number] or [Your Email Address]. 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)]