

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name/Plan Administrator]  
[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 preparation and issuance of a Qualified Domestic Relations Order (QDRO) with respect to the retirement benefits of [Spouse's Full Name], Social Security Number: [Spouse's SSN], in accordance with the divorce decree finalized on [Date of Divorce].

The details pertaining to this request are as follows:

1. **\*\*Plan Information\*\***

- Plan Name: [Name of the Retirement Plan]
- Plan Sponsor: [Name of the Company/Plan Sponsor]

2. **\*\*Participant Information\*\***

- Participant's Name: [Spouse's Full Name]
- Participant's Social Security Number: [Spouse's SSN]

3. **\*\*Alternate Payee Information\*\***

- Alternate Payee's Name: [Your Full Name]
- Alternate Payee's Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]

4. **\*\*Division of Benefits\*\***

- The QDRO will allocate [specify the percentage or fixed amount] of the participant's accrued benefits to the alternate payee.

5. **\*\*Required Documents\*\***

- Please find enclosed a copy of the final divorce decree and any additional documents as may be required for your records.

I appreciate your prompt attention to this matter, as it is crucial to ensure compliance with the terms established in our divorce settlement. Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]  
[Your Printed Name]