

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

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

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) in accordance with the terms of my divorce settlement.

The relevant case information is as follows:

- **Case Number:** [Your Case Number]
- **Court Name:** [Divorce Court Name]
- **Names of Parties:** [Your Name] and [Ex-Spouse's Name]

The QDRO is intended to divide the retirement benefits held by [Retirement Plan Name] as outlined in the divorce decree dated [Date of Divorce Decree].

Please find attached the necessary documents, including:

1. Copy of the divorce decree
2. Any additional documentation required by the plan administrator

I appreciate your timely attention to this matter and look forward to your prompt response. Should you have any questions or require further information, 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)]

Attachments: [List of Attached Documents]