

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

[Plan Administrator's Name]  
[Name of the Retirement Plan]  
[Plan Administrator's Address]  
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well. I am writing to request the issuance of a Qualified Domestic Relations Order (QDRO) concerning the retirement benefits of [Participant's Full Name], who is my [relationship to Participant, e.g., ex-spouse].

The details are as follows:

- Participant's Name: [Participant's Full Name]
- Plan Name: [Name of the Retirement Plan]
- Plan Number: [Plan Number, if known]
- Effective Date of Divorce: [Date of Divorce]

I have attached a copy of the divorce decree, which outlines the division of retirement assets and specifies that a QDRO should be established.

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

Enclosures: [List of documents attached, e.g., divorce decree]