

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

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

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) pursuant to the recent divorce decree issued by [Court Name] on [Date of Judgment].

The details of the parties involved are as follows:

- Retiree (Member): [Retiree's Name]
- Alternate Payee: [Your Name]
- Marriage Date: [Date of Marriage]
- Divorce Date: [Date of Divorce]

Please find enclosed a copy of the divorce decree, along with any other relevant documents to facilitate the QDRO preparation.

I kindly request that you provide me with the necessary forms and guidelines to ensure the QDRO complies with the specific plan requirements. If you need any further information or documentation from my side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Your Title (if applicable)]

Enclosures: [List any enclosed documents, e.g., divorce decree]