

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

[Recipient's Name]  
[Recipient's 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 of a Qualified Domestic Relations Order (QDRO) in regard to my [ex-spouse's name] retirement benefits as part of our divorce settlement finalized on [date of divorce].

As per our divorce decree, the division of retirement assets includes [briefly explain the terms related to the division of benefits]. To proceed with this request, I would appreciate your prompt assistance in drafting the QDRO in compliance with [mention any relevant laws or guidelines].

Please include the following details in the QDRO:

1. [Detail 1]
2. [Detail 2]
3. [Detail 3]

If you require any additional information or documentation, please do not hesitate to contact me at your earliest convenience. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosure: [if applicable, list any enclosed documents]