

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[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 of a Qualified Domestic Relations Order (QDRO) concerning the division of retirement benefits in accordance with the divorce decree dated [date of decree].

The specifics are as follows:

- **Member's Name:** [Member's Full Name]
- **Plan Name:** [Retirement Plan Name]
- **Plan Administrator Contact Information:** [Administrator's Name and Contact Details]
- **Court Docket Number:** [Court Docket Number]

Enclosed are the necessary documents supporting this request, including:

1. A copy of the divorce decree
2. A copy of the settlement agreement (if applicable)
3. Any relevant court orders

Please process this request at your earliest convenience as it is crucial for the fair distribution of benefits. Should you need any additional information or documentation, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]