

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

[Recipient Name]
[Company/Organization Name]
[Department/Address]
[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO) Request for
Beneficiary Designation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the initiation of a Qualified Domestic Relations Order (QDRO) in relation to the [specific plan name or retirement account] held by [Plan Participant's Name].

As per our divorce decree dated [insert date of divorce decree], I, [Your Name], am entitled to receive a portion of the retirement benefits as stipulated under the order. In accordance with applicable laws and regulations, I would like to ensure that my rights as a beneficiary are recognized and implemented accordingly.

Please find enclosed the following documents for your review:

1. A copy of the divorce decree
2. A draft of the proposed QDRO
3. Any other relevant documents

I kindly request your assistance in processing this QDRO to finalize the beneficiary designation. Please let me know if any additional information or documents are required to expedite this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Plan Participant] (e.g., Former Spouse)

[Your Social Security Number or Member ID (if applicable)]

Enclosures: [List of documents]