

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

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

Subject: Request for a Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the establishment of a Qualified Domestic Relations Order (QDRO) pertaining to the divorce settlement between myself and [Ex-Spouse's Name], case number [Case Number].

As part of our divorce settlement finalized on [Date of Divorce], it was agreed that [specific details regarding the division of retirement assets, e.g., a percentage of the retirement account]. To facilitate the transfer of these assets, a QDRO must be drafted and submitted for approval.

Please find enclosed the following documents for your review:

1. Copy of the divorce decree
2. Details regarding the retirement plan (if applicable)
3. Any forms or information required for processing the QDRO

I appreciate your prompt attention to this matter and look forward to your assistance in drafting the QDRO. If you require any additional information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]