

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) related to the divorce proceedings between myself and [Ex-Spouse's Name]. This QDRO is necessary to divide the retirement assets in accordance with the terms set forth in our divorce decree dated [Divorce Decree Date].

****Financial Details:****

1. ****Retirement Plan Information:****

- Name of Plan: [Retirement Plan Name]
- Plan Administrator: [Administrator's Name/Company]
- Account Number: [Account Number]

2. ****Parties Involved:****

- Participant: [Your Name/Ex-Spouse's Name]
- Alternate Payee: [Ex-Spouse's Name/Your Name]

3. ****Division of Assets:****

- Total Value of Retirement Account: \$[Total Value]
- Percentage to be awarded to Alternate Payee: [Percentage]%
- Dollar Amount to be awarded to Alternate Payee: \$[Dollar Amount]

4. ****Additional Provisions (if applicable):****

- [Any specific terms or conditions regarding the QDRO]

Please find attached a copy of our divorce decree for your reference. I kindly request your prompt assistance in processing this QDRO so that we may proceed with the division of assets as outlined.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]