

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

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

Re: 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 and issuance of a Qualified Domestic Relations Order (QDRO) concerning the division of retirement benefits pursuant to the final judgment of divorce entered on [Insert Date of Divorce].

Pursuant to [Specify Law/Regulation, if applicable], the QDRO will facilitate the equitable distribution of the marital property, specifically [Specify Retirement Plan, e.g., "the XYZ Retirement Plan"], in compliance with applicable federal and state laws.

Please find attached necessary documents, including but not limited to:

1. Copy of the final divorce decree,
2. Identification of the retirement plan in question,
3. Any additional relevant documentation required for the QDRO preparation.

I respectfully request that the QDRO be drafted in accordance with the specific provisions outlined in the final judgment, ensuring that it meets the requirements set forth by the Employee Retirement Income Security Act (ERISA) and is admissible in the relevant court of law. Please confirm receipt of this correspondence and provide an estimated timeline for the processing of this request. Should you require any further information or clarification, do not hesitate to contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title, if applicable]