

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

[Plan Administrator's Name]
[Retirement Plan Name]
[Plan Administrator's Address]
[City, State, Zip Code]

Re: Request for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I am writing to formally request a Qualified Domestic Relations Order (QDRO) concerning the retirement account of [Participant's Name] with [Retirement Plan Name]. I am seeking to implement the provisions of the divorce decree dated [Date of Divorce Decree] that specifies the division of retirement assets.

Please find attached the necessary documentation, including a copy of the divorce decree and any additional information required to facilitate the processing of this QDRO request.

Should you need further information or clarification regarding this matter, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relation to the Participant]