

[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]

Subject: 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 benefits of [Name of the Participant], who is a participant in the [Name of the Retirement Plan].

As a result of our divorce, which was finalized on [Date of Divorce], the court has issued a divorce decree that includes provisions for the division of retirement assets. Please find attached a copy of the divorce decree along with any relevant documentation that outlines the specifics of the QDRO.

I request that you provide guidance on the necessary requirements and procedures for drafting and submitting the QDRO for your plan.

Additionally, please inform me of any specific forms or information required to process this request efficiently.

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

Sincerely,

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