

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

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

Dear [Recipient's Name],

Subject: Request for Qualified Domestic Relations Order (QDRO)

I hope this message finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) related to the divorce proceedings between myself and [Ex-Spouse's Name], which was finalized on [Date of Divorce].

Details of the Plan:

- Plan Name: [Name of the Retirement Plan]
- Plan Administrator: [Name and Contact Information of the Plan Administrator]
- Participant's Name: [Ex-Spouse's Name]
- Participant's Social Security Number: [Last Four Digits Only]
- My Name: [Your Name]
- My Social Security Number: [Last Four Digits Only]

Enclosed, please find copies of the divorce decree and any relevant documentation pertaining to the distribution of retirement assets. I kindly request that you provide the necessary information and guidelines for drafting the QDRO.

Please let me know if any additional information or documentation is needed to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]