

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

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

Subject: Request for a Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I am writing to request a Qualified Domestic Relations Order (QDRO) for the retirement benefits held in the [Plan Name] for [Name of Participant], who is my [relation, e.g., ex-spouse, former partner].

Details are as follows:

1. ****Plan Participant Information****
 - Name: [Name of Participant]
 - Social Security Number: [SSN of Participant]
 - Date of Birth: [DOB of Participant]
2. ****Alternate Payee Information****
 - Name: [Your Name]
 - Social Security Number: [Your SSN]
 - Date of Birth: [Your DOB]
3. ****Marriage/Divorce Information****
 - Date of Marriage: [Date of Marriage]
 - Date of Divorce: [Date of Divorce]

Please find enclosed copies of the divorce decree and any required documentation. I kindly ask that you provide me with your guidelines and any specific requirements for drafting and submitting the QDRO.

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]