

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Plan Administrator's Name]  
[Company/Plan Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well. I am writing to formally request the initiation of a Qualified Domestic Relations Order (QDRO) concerning my [former spouse's name] pension plan, [Plan Name or Account Number], in light of our recent divorce proceedings finalized on [date of divorce]. Please find enclosed a copy of the divorce decree along with any necessary supporting documentation that may facilitate this process.

[Briefly state any relevant information related to the QDRO, such as specific terms or provisions that should be included.]

I would appreciate your guidance on the next steps required to complete this QDRO process, including any specific forms or information needed from my end. Please let me know if there are any deadlines or additional requirements I should be aware of.

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

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]