

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

[Recipient's Name]
[Recipient's Title/Department]
[Company/Plan Administrator Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the processing of a Qualified Domestic Relations Order (QDRO) related to the retirement benefits of [Member's Name], as per the divorce decree dated [Divorce Decree Date].

1. ****Case Information****:

- Divorce Case Number: [Case Number]
- Court of Jurisdiction: [Court Name]
- Member's Name: [Full Name]
- Member's Social Security Number: [Last Four Digits]

2. ****QDRO Details****:

The QDRO should include the following provisions:

- [Detail any specific provisions you want included, such as percentage of benefits, payment options, etc.]

3. ****Documentation Attached****:

Please find attached:

- Copy of the divorce decree.
- Draft of the QDRO (if applicable).
- Any other necessary documents.

I request your prompt attention to this matter and would appreciate any guidance or further documents needed to proceed with the QDRO approval process. Should you have any questions or require additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Relationship to Member, if applicable]