

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

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

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) related to my [divorce/spousal support] proceedings. My [ex-spouse's name], [Social Security Number/Employee ID], is a participant in the [name of the retirement plan], and I am seeking to establish my rights to a portion of the retirement benefits.

Enclosed, please find the relevant court order from [date of the divorce decree or court order] that outlines the division of assets.

I kindly request your assistance in drafting the QDRO in compliance with federal and state regulations. Please let me know if you require any additional information or documentation to proceed with this matter.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]