

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: QDRO Payment Request
Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the initiation of payment processing in accordance with the Qualified Domestic Relations Order (QDRO) issued on [date of QDRO issuance], related to the [specific retirement plan or account name].

As per the QDRO, I am entitled to receive [specify percentage or amount] of the participant's retirement benefits. The details necessary to process this request are as follows:

1. **Participant's Name:** [Full Name]
2. **Participant's Social Security Number:** [XXX-XX-XXXX]
3. **My Name:** [Your Full Name]
4. **My Social Security Number:** [XXX-XX-XXXX]
5. **Type of Plan:** [Defined Benefit, 401(k), etc.]
6. **QDRO Reference Number:** [If applicable]

In accordance with the terms outlined in the QDRO and relevant retirement plan provisions, I kindly request that the necessary actions be taken to initiate payment as specified. Should you require any additional documentation or information to facilitate this process, please do not hesitate to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]