

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

[Recipient Name]
[Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: QDRO Payment Request

Dear [Recipient Name],

I am writing to formally request the processing of payment in accordance with the Qualified Domestic Relations Order (QDRO) dated [Insert Date of QDRO].

The details of the QDRO are as follows:

- **Participant Name**: [Insert Participant's Full Name]
- **Alternate Payee Name**: [Insert Alternate Payee's Full Name]
- **Plan Name**: [Insert Name of the Retirement Plan]
- **Plan Number**: [Insert Plan Number]

In accordance with the terms outlined in the QDRO, the payment amount owed to the Alternate Payee is [Insert Amount]. Please ensure that the payment is issued to:

[Insert Alternate Payee's Address]

I have attached a copy of the QDRO for your reference. If you require any additional documentation or have any questions regarding this request, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

[Your Relationship to the Parties (if applicable)]

Enclosure: Copy of QDRO