

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

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

Subject: QDRO Payment Adjustment Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an adjustment related to the Qualified Domestic Relations Order (QDRO) payments due to [briefly explain reason for adjustment, e.g., changes in financial circumstances, error in previous calculations, etc.].

****Account Information:****

- Account Holder's Name: [Your Name]
- QDRO Reference Number: [QDRO Number]

****Requested Adjustment Details:****

- Current Payment Amount: \$[Current Amount]
- Requested Payment Amount: \$[Requested Amount]
- Effective Date of Adjustment: [Effective Date]

I have attached supporting documentation to substantiate my request. Please review my case at your earliest convenience. I would appreciate a timely response, as these adjustments directly impact my financial stability.

Thank you for your attention to this matter. If you require any further information or clarification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]