

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

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

Subject: Qualified Domestic Relations Order (QDRO) Payment Distribution Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the distribution of benefits per the Qualified Domestic Relations Order (QDRO) dated [Insert Date of QDRO].

As per the stipulations outlined in the QDRO, I would like to initiate the process for the distribution of my portion of the retirement benefits accrued by [Member's Name] during our marriage. Below are the relevant details for your reference:

- Member's Name: [Member's Full Name]
- Plan Name: [Name of the Retirement Plan]
- Plan Identification Number: [Plan ID Number if applicable]
- Effective Date of the QDRO: [Insert Date]
- Amount or Percentage to be distributed: [Specify amount or percentage]

Please let me know the necessary documentation or forms I need to complete to facilitate this process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]