

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Re: Qualified Domestic Relations Order (QDRO) Payment Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the implementation of the Qualified Domestic Relations Order (QDRO) that was issued by the court on [date of QDRO].

As you are aware, the QDRO facilitates the division of retirement assets in accordance with the terms agreed upon during the divorce proceedings. Please find attached a copy of the QDRO along with any required supporting documents for your review and processing.

To ensure compliance with the court order, I kindly ask that the necessary payments be initiated as soon as possible. The details concerning the payment schedule and amounts are outlined in the QDRO. If you have any questions or need further clarification regarding this matter, 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 or Position, if applicable]

Enclosures: Qualified Domestic Relations Order (QDRO)

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