

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

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

Subject: Request for Initiating QDRO Payment

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the initiation of payment related to the Qualified Domestic Relations Order (QDRO) issued on [date of QDRO issuance] concerning [name of ex-spouse or relevant party].

The QDRO has been approved by the court and outlines the division of [specific retirement plan or account name]. As per the terms stated in the QDRO, I am entitled to [specific percentage or amount] of the plan benefits.

Please find attached a copy of the QDRO along with any other required documentation for your review. I kindly ask that you initiate the payment process as stipulated in the order at your earliest convenience.

Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]