

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

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

Subject: Payment Instructions for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well. I am writing to provide payment instructions regarding the Qualified Domestic Relations Order (QDRO) that has been issued in relation to my [or "my spouse's"] retirement plan. The following is a summary of the payment distribution as per the QDRO:

1. **Participant Information**

- Name: [Participant's Name]
- Plan Account Number: [Account Number]

2. **Alternate Payee Information**

- Name: [Alternate Payee's Name]
- Relationship to Participant: [e.g., Spouse, Ex-Spouse]
- Alternate Payee's SSN: [SSN or Last Four Digits]

3. **Distribution Instructions**

- Payment Amount: [Specify dollar amount or percentage of the account]
- Payment Method: [e.g., Direct Transfer, Rollover to IRA, etc.]
- Effective Date of Distribution: [Date as per QDRO]

Please process the payment in accordance with the above instructions. If there are any forms or additional information required to facilitate this payment, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]