

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

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

Dear [Recipient's Name],

Subject: Request for QDRO Execution

I hope this letter finds you well.

I am writing to formally request the execution of the Qualified Domestic Relations Order (QDRO) related to my divorce proceedings. The QDRO has been finalized and signed by both parties, and I am now seeking your assistance in processing it in accordance with the applicable laws and regulations.

Enclosed with this letter, you will find:

1. A copy of the signed QDRO.
2. Any additional documents required for execution.

Please let me know if you need any further information or documentation to facilitate this process. I appreciate your prompt attention to this matter and look forward to your confirmation of receipt and the next steps involved.

Thank you for your cooperation.

Sincerely,

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

Enclosures: [List the documents enclosed]