

[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]

Subject: Request for Letter of Explanation Regarding QDRO

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an explanation regarding the Qualified Domestic Relations Order (QDRO) associated with my [specify relationship, e.g., divorce, separation] from [Ex-Spouse's Name].

As per the court documents issued on [Date of Court Order], the QDRO was established to divide our retirement assets in compliance with the legal obligations set forth during the proceedings. I understand that this document is essential for processing the division of my [specify type of retirement plan, e.g., 401(k), pension] benefits.

The QDRO outlines the specific details regarding the division of the retirement assets, including the percentage or dollar amount to be transferred to [Ex-Spouse's Name]. All necessary information and signatures have been included to facilitate the processing of this order. I kindly request your assistance in ensuring that the QDRO is processed in a timely manner, as it is crucial for both parties. If further information or documentation is needed, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if mailing)]