

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Letter of Intent for Qualified Domestic Relations Order (QDRO)

I am writing to express my intent to initiate the process of obtaining a Qualified Domestic Relations Order (QDRO) in accordance with [specific case details or divorce decree reference if applicable]. This order will address the division of retirement benefits as part of the marital settlement between [Your Name] and [Former Spouse's Name].

As per our legal agreement dated [insert date of agreement or divorce decree], we have outlined the need for a QDRO to ensure that retirement benefits accrued during the marriage are properly divided. The specific plan involved in this process is [Name of Retirement Plan].

Please let me know the next steps we need to take to initiate this process. I look forward to your prompt response and cooperation in facilitating the issuance of the QDRO.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Relation to the Case, if applicable]