

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

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

Subject: Qualified Domestic Relations Order (QDRO) Application

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit my application for a Qualified Domestic Relations Order (QDRO) in accordance with the terms outlined in the [divorce decree or court order] dated [insert date].

The relevant details of my case are as follows:

- ****Participant Name****: [Spouse's Name]
- ****Alternate Payee Name****: [Your Name]
- ****Court Case Number****: [Insert Case Number]

I kindly request that you review the attached documents, including:

1. Copy of the divorce decree/court order
2. Proposed QDRO draft
3. Any additional documentation required (e.g., identification, proof of marriage)

Please let me know if you need further information or clarification regarding this application. You can reach me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]