

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Request for QDRO Preparation

Dear [Recipient's Name],

I hope this letter finds you well. As part of the divorce settlement finalized on [Divorce Settlement Date], I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) regarding the division of retirement assets.

The specifics of the division are outlined in the divorce decree, and I would appreciate your assistance in drafting the QDRO to ensure compliance with applicable laws and regulations. Please find the relevant details below:

1. **\*\*Participant Information\*\***:

- Name: [Your Ex-Spouse's Name]
- Social Security Number: [Their SSN]
- Date of Birth: [Their DOB]

2. **\*\*Alternate Payee Information\*\***:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your DOB]

3. **\*\*Retirement Plan Information\*\***:

- Name of Plan: [Name of Retirement Plan]
- Plan Administrator: [Plan Administrator's Name and Contact Information]

4. **\*\*Division Details\*\***:

- Percentage/Amount to be allocated: [Specify percentage or dollar amount]
- Effective Date of QDRO: [Specify date if applicable]

Please let me know if you require any additional information or documentation from my side to proceed with this request. I look forward to your prompt response and assistance in this matter.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]