

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

Dear [Recipient's Name],

Subject: Qualified Domestic Relations Order (QDRO) Request

I hope this letter finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) concerning my [marriage/divorce] settlement with [Former Spouse's Name].

Details of the Plan:

- Plan Name: [Name of the Retirement Plan]
- Participant: [Your Name or Former Spouse's Name]
- Case Number: [Legal Case Number, if applicable]

This request is made to facilitate the division of retirement assets as stipulated in the divorce decree issued on [Date of Divorce Decree]. I have enclosed a copy of the divorce decree for your reference.

Please let me know if you require any additional information or documentation to process this request.

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]