

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

[Plan Administrator's Name]  
[Plan Name]  
[Plan Address]  
[City, State, ZIP Code]

Subject: Qualified Domestic Relations Order (QDRO) Request for Pension Division

Dear [Plan Administrator's Name],

I am writing to request the issuance of a Qualified Domestic Relations Order (QDRO) to facilitate the division of pension benefits between myself and [Ex-Spouse's Name] following our divorce.

The pertinent details of our marriage and divorce are as follows:

- \*\*Your Name:\*\* [Your Full Name]
- \*\*Ex-Spouse's Name:\*\* [Ex-Spouse's Full Name]
- \*\*Marriage Date:\*\* [Date of Marriage]
- \*\*Divorce Date:\*\* [Date of Divorce]
- \*\*Plan Name:\*\* [Name of Pension Plan]
- \*\*Participant's Name:\*\* [Ex-Spouse's Name]

Please find attached a copy of our divorce decree along with any additional documentation necessary for the processing of this QDRO.

I appreciate your prompt attention to this matter and request that you provide any forms or additional information required to initiate the QDRO process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]