

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Retirement Plan Administrator's Name]
[Company Name/Retirement Plan Provider]
[Company Address]
[City, State, Zip Code]

Dear [Retirement Plan Administrator's Name],

Subject: Qualified Domestic Relations Order (QDRO) Request

I am writing to formally request the preparation and issuance of a Qualified Domestic Relations Order (QDRO) regarding the retirement benefits of my [spouse/ex-spouse], [Spouse's Name], who is a participant in the [Name of Retirement Plan]. This request is made in accordance with [legal authority, if applicable, e.g., divorce decree or settlement agreement], dated [date of legal document].

The relevant details of the retirement plan are as follows:

- Participant Name: [Spouse's Name]
- Participant Social Security Number: [SSN]
- Plan Name: [Name of Retirement Plan]
- Plan Account Number: [Account Number if available]

Please provide me with the necessary documentation and guidelines to proceed with the QDRO process. If there are any specific forms that need to be completed or submitted, kindly include them in your response.

Additionally, please confirm the current value and benefit structure of the retirement account as of the date of this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]