

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

Subject: Notification of Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I am writing to notify you that a Qualified Domestic Relations Order (QDRO) has been issued regarding the retirement plan of [Participant's Name], [Participant's Social Security Number or Employee ID], who is my former spouse.

Please find enclosed a copy of the QDRO for your reference. The QDRO outlines the division of the retirement benefits according to [specific state laws or court directives].

I kindly request that you review the attached QDRO and provide written confirmation that it has been received and accepted. Additionally, please inform me of any further steps necessary to implement the order.

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosure: QDRO Document