

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

Dear [Recipient's Name],

Subject: Request for Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) in connection with my divorce from [Spouse's Name], case number [Case Number], filed in [Court Name/Location].

As part of the divorce settlement, the court has ordered the division of my retirement benefits held with [Pension Plan/Retirement Plan Name]. To process this division appropriately, I kindly ask that you provide the necessary documentation and instructions required for establishing a QDRO.

Please find attached the following documents for your reference:

1. Copy of the divorce decree
2. Summary of the settlement agreement
3. Any other relevant documents

Your prompt attention to this matter is appreciated, as it will ensure the timely processing of the benefit division. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information or clarification.

Thank you for your cooperation.

Sincerely,  
[Your Name]