

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

[Recipient Name]  
[Recipient's Title/Position]  
[Company/Institution Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the preparation and issuance of a Qualified Domestic Relations Order (QDRO) related to the marital property division resulting from my divorce.

Details of the case are as follows:

- Case Name: [Your Name] vs. [Spouse's Name]
- Case Number: [Case Number]
- Date of Divorce: [Date of Divorce]

As per our divorce settlement, I am entitled to [specify what you are entitled to, e.g., a percentage of the retirement plan, specific account, etc.]. I would appreciate your assistance in drafting the QDRO to ensure compliance with legal requirements and to facilitate the transfer of the funds as ordered by the court.

Please let me know what information or documentation you require from my side in order to proceed. I am looking forward to your prompt response so we can expedite this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]