

[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]

Re: Application for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally submit an application for a Qualified Domestic Relations Order (QDRO) concerning the retirement benefits associated with [Describe the specific plan or account] in the name of [Participant's Name] due to our recent divorce proceedings.

****Background Information****

1. ****Participant's Information:****

- Full Name: [Participant's Name]
- Social Security Number: [Participant's SSN]
- Address: [Participant's Address]

2. ****Alternate Payee's Information:****

- Full Name: [Your Name]
- Social Security Number: [Your SSN]
- Relationship to Participant: [e.g., ex-spouse]

3. ****Court Information:****

- Name of Court: [Court Name]
- Case Number: [Case Number]
- Date of Divorce: [Divorce Date]

****Purpose of QDRO****

The purpose of this QDRO is to ensure that I, as the Alternate Payee, receive my share of the [Type of Retirement Benefits] as determined by the divorce settlement.

****Requested Information****

I kindly request that you provide me with any specific forms and instructions necessary to complete this application process. If any additional documentation is required, please let me know at your earliest convenience.

****Attached Documents****

- Copy of the Divorce Decree
- Copy of the Settlement Agreement
- Any other relevant documents

Thank you for your attention to this matter. I look forward to your prompt response regarding the QDRO application process.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]