

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

Dear [Recipient Name],

Subject: Application for Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to formally request the establishment of a Qualified Domestic Relations Order (QDRO) pertaining to the retirement benefits of [Participant's Name] in the [Name of Retirement Plan].

As part of the divorce settlement finalized on [Date of Divorce], the court ordered that a portion of [Participant's Name] retirement benefits be allocated to me, [Your Name], as agreed upon by both parties. Please find attached a copy of the divorce decree and any pertinent legal documents supporting this request.

I kindly ask for your cooperation in processing this QDRO application in accordance with federal and state regulations. If required, I am more than willing to provide any additional information or documentation necessary for the review and execution of the QDRO.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

Attachments: [List any attached documents, e.g., Divorce Decree, Legal Documents]