

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Letter of Intent for QDRO Application

Dear [Recipient Name],

I am writing to formally express my intent to apply for a Qualified Domestic Relations Order (QDRO) related to the division of retirement benefits as part of my divorce proceedings with [Ex-Spouse's Name]. As per the divorce decree issued on [Date of Divorce Decree], it was stipulated that retirement accounts need to be fairly divided between myself and [Ex-Spouse's Name]. In compliance with the court's order, I am seeking to initiate the QDRO application process to ensure that this division is executed appropriately.

To facilitate the preparation and submission of the QDRO, I have gathered the necessary documentation, including:

1. A copy of the final divorce decree
2. Relevant information regarding the retirement accounts involved
3. Any other documents that may be required

I kindly request your guidance on the next steps to proceed with this application, including any specific forms or requirements you may need from me. Additionally, please let me know if a meeting or further communication is necessary to expedite this process.

Thank you for your attention to this matter. I look forward to your prompt response so we can move forward efficiently.

Sincerely,
[Your Name]