

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

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

Subject: Application for Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) in relation to the divorce decree between [Your Name] and [Ex-Spouse's Name] dated [Date of Divorce Decree].

Details of the case are as follows:

- Case Number: [Case Number]
- Former Spouse's Name: [Ex-Spouse's Name]
- Pension Plan/Retirement Account Info: [Name of the Plan, Account Number if available]

Enclosed with this letter are the necessary documents, including:

1. A copy of the final divorce decree.
2. Any relevant plan documents or notices.
3. Any other documents required for QDRO processing (please list them).

Please inform me if any additional information is needed to expedite this process. I look forward to your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]