

[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]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the initiation of a Qualified Domestic Relations Order (QDRO) in relation to my divorce from [Ex-Spouse's Name]. Following the divorce decree issued on [Date of Divorce Decree], it has become necessary to divide the retirement assets as per the agreement outlined in our settlement.

Please find the relevant details regarding the retirement accounts below:

- **Participant Name:** [Ex-Spouse's Name]
- **Plan Administrator Contact Information:** [Plan Administrator's Name, Address, and Phone Number]
- **Plan Name:** [Retirement Plan Name]
- **Account Number:** [Account Number]

In accordance with the divorce decree, I am entitled to receive [Specify the percentage or dollar amount] of the total value of [Ex-Spouse's Name]'s retirement account. I have attached a copy of the divorce decree and any other required documents to assist in this process.

I kindly request that you initiate the QDRO process at your earliest convenience and guide me through any further documentation or steps that may be necessary. Should you need additional information or clarification, please do not hesitate to reach out to me directly.

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

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: Divorce Decree, etc.]