

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

Subject: QDRO Application for Divorce Settlement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the establishment of a Qualified Domestic Relations Order (QDRO) as part of the divorce settlement with my former spouse, [Ex-Spouse's Name], in the case [Case Number] dated [Divorce Finalization Date].

As part of the settlement agreement, I am to receive a portion of my ex-spouse's retirement benefits from [Retirement Plan Name], and a QDRO is necessary to facilitate this transfer in compliance with federal law.

Attached to this letter are the relevant documents, including:

1. A copy of the divorce decree.
2. The settlement agreement outlining the division of retirement benefits.
3. Any additional documents that may be required by your office.

I kindly request your assistance in reviewing and processing the QDRO.

Please let me know if there are any specific forms or additional information needed to expedite this process.

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]