

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

Dear [Recipient's Name],

Subject: Application for Qualified Domestic Relation Order (QDRO)

I am writing to formally request the creation of a Qualified Domestic Relations Order (QDRO) in connection with my divorce from [Spouse's Full Name]. The QDRO is needed to divide the retirement benefits vested in [Plan Participant's Name/Plan Name] as a result of our divorce settlement.

Details of the involved parties are as follows:

- **Participant Information:**
 - Name: [Plan Participant's Full Name]
 - Social Security Number: [SSN]
 - Date of Birth: [DOB]
- **Alternate Payee Information:**
 - Name: [Your Full Name]
 - Social Security Number: [Your SSN]
 - Date of Birth: [Your DOB]

Enclosed are copies of the divorce decree and the relevant settlement agreement outlining the division of retirement benefits. Please review these documents and let me know if you require any additional information or documentation to process this request.

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)]

Enclosures: [List of enclosed documents]