

[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]

Dear [Recipient Name],

Subject: Application for Qualified Domestic Relations Order (QDRO)

I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) pertaining to the division of my [and/or former spouse's] retirement benefits.

****Case Information:****

- Full Name of Participant: [Participant's Full Name]
- Plan Name: [Name of the Retirement Plan]
- Plan Number: [Plan Number, if applicable]
- Case Number: [Divorce Case Number]
- Date of Divorce: [Date of Divorce]

As per the divorce decree dated [decree date], the division of retirement benefits has been ordered as follows:

[Briefly outline the specific terms related to the retirement benefits division].

I have enclosed the following documents to support my request:

1. Copy of the Divorce Decree
2. [Any other relevant documents, such as a property settlement agreement]

Please let me know if there are any additional requirements needed to process this application. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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