

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

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

Subject: Application for Qualified Domestic Relations Order (QDRO)

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) concerning the retirement plan associated with [Name of Plan/Company] as part of the divorce settlement between [Your Name] and [Ex-Spouse's Name].

Details of the case:

- Case Number: [Case Number]
- Date of Divorce: [Date]
- Ex-Spouse's Information:
  - Name: [Ex-Spouse's Name]
  - Address: [Ex-Spouse's Address]

The QDRO is necessary to ensure that the retirement benefits accrued during our marriage are equitably distributed as per our divorce decree.

Enclosed are the following documents for your reference:

1. Copy of the divorce decree
2. Copy of the marriage certificate
3. Any other relevant documents

I kindly request your assistance in processing this QDRO application promptly. Please let me know if there are forms or specific details that you require from me to facilitate 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]

[Your Title/Relationship to Ex-Spouse, if applicable]