

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

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

Subject: QDRO Application for Spousal Benefits

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) to facilitate the division of retirement benefits as part of the dissolution of marriage between myself and [Former Spouse's Name].

Please find the relevant details below:

- **Former Spouse's Name:** [Former Spouse's Name]
- **Former Spouse's Social Security Number:** [SSN]
- **Effective Date of Divorce:** [Date]
- **Plan Administrator Information:** [Plan Administrator's Name, Address, Contact Information]

Enclosed with this letter are the following documents:

1. Copy of the divorce decree
2. Proposed QDRO language
3. Any additional documentation as required

I kindly request your assistance in processing this QDRO application so that I can receive my entitled spousal benefits in accordance with the divorce settlement. If you require any further information or additional forms, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]