

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notification of QDRO Application

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you that I have initiated the application process for a Qualified Domestic Relations Order (QDRO) concerning [Name of the Plan Participant] and [Name of the Alternate Payee]. The details of the QDRO request are as follows:

- \*\*Plan Participant:\*\* [Name]
- \*\*Alternate Payee:\*\* [Name]
- \*\*Name of Retirement Plan:\*\* [Name of the Plan]
- \*\*Plan Account Number:\*\* [Account Number]
- \*\*Filing Date:\*\* [Date of Application Submission]

The purpose of this QDRO is to divide the retirement benefits accrued during the marriage as stipulated in our divorce decree dated [Date of Divorce Decree].

Please let me know if there are any specific documents or additional information you require to facilitate this process. I appreciate your cooperation and understanding.

Thank you for your attention to this matter.

Sincerely,

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