

[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: QDRO Application Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the application for a Qualified Domestic Relations Order (QDRO) related to my [briefly state the context: divorce, separation, etc.] from [Spouse's Name] dated [Date of Divorce/Separation].

As per the court's order issued on [Date of Court Order], I am entitled to a portion of my ex-spouse's retirement benefits from [Pension Plan/Retirement Account Name]. To facilitate this process, please provide me with the QDRO application and any necessary documentation or instructions to complete it.

I appreciate your prompt attention to this matter. Should you need any additional information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Case Number (if applicable)]