

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Plan Administrator Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally introduce a Qualified Domestic Relations Order (QDRO) related to the divorce proceedings between myself and [Former Spouse's Name]. This QDRO has been prepared to address the division of retirement benefits as part of our settlement agreement.

Attached to this letter, you will find the QDRO document along with any necessary supporting materials for your review. We kindly request your cooperation in processing this order to ensure compliance with the requirements of [Retirement Plan Name].

If you have any questions or require further information, please do not hesitate to reach out to me at the contact details provided above.

Thank you for your attention to this matter.

Sincerely,

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