

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

[Plan Administrator's Name]
[Company/Plan Name]
[Plan Administrator's Address]
[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I am writing to formally submit a Qualified Domestic Relations Order (QDRO) concerning [Participant's Full Name], who is a participant in the [Name of Retirement Plan].

Enclosed with this letter, you will find the QDRO document that outlines the division of retirement benefits as part of the divorce settlement between [Participant's Full Name] and [Alternate Payee's Full Name]. Please acknowledge receipt of this QDRO and inform me of any additional information or documents required to process this order.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosure: Qualified Domestic Relations Order (QDRO) Document