

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

Re: Request for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) regarding the division of pension benefits held by [Participant's Name] under the [Plan Name] in connection with our divorce.

The relevant details are as follows:

- Participant's Name: [Participant's Full Name]
- Participant's Social Security Number: [XXX-XX-XXXX]
- My Name: [Your Full Name]
- My Relationship to Participant: [e.g., Former Spouse]
- Court Case Number: [Divorce Case Number]
- Date of Divorce: [Insert Date]

I have attached a copy of the divorce decree and any other required documentation as outlined in your plan guidelines. Please confirm receipt of this request and inform me of any additional information or forms needed to proceed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Contact Information]

Attachments:

1. Divorce Decree
2. Any additional required documents