

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

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

Subject: Qualified Domestic Relations Order (QDRO) Request

Dear [Recipient's Name],

I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) related to the divorce settlement between [Your Name] and [Ex-Spouse's Name], dated [Date of Divorce].

The QDRO is necessary to facilitate the division of the retirement benefits from [Pension/Plan Name] according to the terms outlined in our divorce decree.

Please find attached the following documents for your reference:

1. Copy of the divorce decree
2. Relevant plan documents (if available)
3. Draft of the proposed QDRO

I would appreciate your prompt attention to this matter, as it is essential for the equitable distribution of assets as per our agreement. If you require any additional information or have further questions, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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