

[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)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) in relation to the divorce settlement approved by the court on [Date of Divorce Decree].

1. ****Case Information****

- ****Case Number****: [Insert Case Number]
- ****Court Name****: [Insert Court Name]
- ****Divorce Date****: [Insert Date of Divorce]

2. ****Parties Involved****

- ****Alternate Payee****: [Name of the Alternate Payee]
- ****Member (Participant)****: [Name of the Plan Participant]

3. ****Plan Information****

- ****Pension/Plan Name****: [Insert Name of the Retirement Plan]
- ****Plan Administrator Contact****: [Insert Name and Contact Details]

4. ****Distribution Terms****

- ****Percentage/Amount****: [Insert Specifics of Distribution, e.g., 50% of the accrued benefits]
- ****Commencement of Benefits****: [Insert Commencement Date or Conditions]
- ****Payment Method****: [Insert Payment Method Details]

5. ****Governing Laws****

- ****Applicable State Laws****: [Insert State Laws that Govern the QDRO]

6. ****Request for Action****

- I kindly request that you review the attached documents, including the divorce decree and any relevant plan documents.
- Please let me know if additional information is required to initiate the QDRO process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]
[Your Printed Name]

[Attachments: Divorce Decree, Plan Documents, etc.]