

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Agency Name]  
[Company/Agency Address]  
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Qualified Domestic Relations Order (QDRO) related to the division of retirement benefits as outlined in the divorce agreement between myself and [Spouse's Name], dated [Divorce Date].

The details for the QDRO are as follows:

1. \*\*Plan Participant:\*\*

- Name: [Spouse's Name]
- Social Security Number: [Spouse's SSN]

2. \*\*Alternate Payee:\*\*

- Name: [Your Name]
- Social Security Number: [Your SSN]

3. \*\*Plan Information:\*\*

- Name of Plan: [Plan Name]
- Plan Number: [Plan Number]

4. \*\*Division of Benefits:\*\*

- The QDRO should specify that I, as the Alternate Payee, am entitled to [percentage or fixed amount] of the benefits accrued during the marriage, specifically from [Start Date of Marriage] to [End Date of Marriage].

I have attached a copy of the divorce decree and any other relevant documents for your review. Please inform me of any additional documents or information you may require to process this request.

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

Sincerely,

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