

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

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

Subject: Qualified Domestic Relations Order (QDRO) Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the drafting and issuance of a Qualified Domestic Relations Order (QDRO) in accordance with the divorce settlement agreement between [Your Name] and [Spouse's Name].

The details of the member and alternate payee are as follows:

****Plan Participant Information:****

- Name: [Plan Participant's Name]
- Address: [Plan Participant's Address]
- Social Security Number: [Plan Participant's SSN]
- Plan Name: [Name of the Retirement Plan]
- Plan Account Number: [Plan Account Number]

****Alternate Payee Information:****

- Name: [Alternate Payee's Name]
- Address: [Alternate Payee's Address]
- Social Security Number: [Alternate Payee's SSN]

****QDRO Terms:****

- The percentage or amount to be assigned to the alternate payee:
[Specify the percentage or dollar amount]
 - Effective date of the QDRO: [MM/DD/YYYY]
 - Any specific clauses required for the QDRO compliance with state and federal laws: [Describe any necessary conditions or provisions]
- Please ensure that the QDRO complies with the requirements set forth by the [name of the relevant state law or federal statute], and kindly provide a draft for my review before final execution.

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

Sincerely,

[Your Signature]
[Your Printed Name]