

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Qualified Domestic Relations Order (QDRO) Request
1. **Introduction**
- Briefly state the purpose of the letter.
- Mention the relevant case information (e.g., divorce case number, parties involved).
2. **Background Information**
- Provide a summary of the circumstances leading to the QDRO request.
- Include any pertinent dates, agreements, or court orders.
3. **Details of the QDRO**
- Describe the specific retirement plan(s) affected.
- Outline the division of benefits as agreed upon in the divorce settlement.
4. **Legal Justification**
- Cite the legal basis for the QDRO request.
- Mention any relevant state or federal laws.
5. **Documentation**
- List the enclosed documents (e.g., divorce decree, settlement agreement).
- Request any additional information or documents needed from the recipient.
6. **Conclusion**
- Reiterate the request for the QDRO.
- Request a response or confirmation of receipt.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title, if applicable]