

[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: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the preparation and issuance of a Qualified Domestic Relations Order (QDRO) in accordance with [State/Governing Law] pertaining to the division of retirement benefits as part of the divorce settlement between [Your Name] and [Spouse's Name].

The details for the QDRO are as follows:

- **Participant:** [Spouse's Name]
- **Plan Name:** [Name of Retirement Plan]
- **Plan Administrator:** [Name of Plan Administrator]
- **Divorce Decree Date:** [Date of Divorce Decree]
- **Court Case Number:** [Court Case Number]

Please find attached the relevant divorce decree along with any additional documentation required for preparing the QDRO. I kindly ask for your assistance in ensuring that the QDRO complies with all applicable laws and the specific requirements of the retirement plan. If you require any further information or documentation from my side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]