

[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) Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a Qualified Domestic Relations Order (QDRO) related to our divorce settlement, which was finalized on [Date of Divorce].

As per our agreement and the court's orders, I am entitled to [specific percentage or amount] of your retirement benefits from [specific retirement plan or account name]. To facilitate this process, I would like to initiate the drafting of the QDRO.

Please provide me with the necessary details of your retirement plan, including the plan administrator's contact information and any forms that may need to be completed. This will help ensure that we follow the required steps for the division of benefits accordingly.

Thank you for your cooperation in this matter. I look forward to your prompt response so we can proceed smoothly.

Sincerely,

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