

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

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

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) regarding the division of retirement assets as part of the divorce proceedings between [Your Name] and [Spouse's Name].

Details of the case are as follows:

- Case Number: [Insert Case Number]
- Date of Divorce: [Insert Date of Divorce]
- Retirement Plan Name: [Insert Retirement Plan Name]
- Participant: [Spouse's Name]
- Alternate Payee: [Your Name]

Enclosed, please find the necessary documentation, including the divorce decree and any relevant plan information required to draft the QDRO.

Kindly let me know if you need additional information or documents to facilitate this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

Enclosures: [List any attached documents]