

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

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

Re: Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request the establishment of a Qualified Domestic Relations Order (QDRO) in connection with the division of retirement benefits as part of my divorce settlement with [Ex-Spouse's Name].

Details regarding the retirement plan are as follows:

- Plan Name: [Name of Retirement Plan]
- Plan Administrator: [Name of Administrator]
- Participant: [Your Ex-Spouse's Name]
- Date of Marriage: [Marriage Date]
- Date of Separation: [Separation Date]

The QDRO should specify the following:

1. The amount or percentage of the retirement benefits to be awarded to me.
2. The manner in which the benefits will be divided.
3. Any other necessary provisions to comply with the plan's requirements and applicable laws.

Please find attached the necessary documentation, including the divorce decree and any relevant court orders. I kindly ask that you prepare the QDRO and send it to both myself and my attorney, [Attorney's Name], at [Attorney's Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Enclosures: Divorce Decree, Court Orders, etc.]