

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Plan Administrator's Name]  
[Plan Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well. I am writing to formally request a Qualified Domestic Relations Order (QDRO) related to the retirement plan of [Name of Plan Participant], who is my [relationship to participant, e.g., ex-spouse].

To facilitate this process, please provide me with the necessary information regarding your specific requirements for issuing a QDRO, including:

1. Any required forms or documentation
2. Guidelines or language that is needed to ensure compliance with the plan
3. Estimated timeline for processing once the QDRO is submitted

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)]