

[Your Law Firm's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Qualified Domestic Relations Order (QDRO) - [Case Name/Number]

Dear [Recipient's Name],

I hope this letter finds you well. As we discussed in our previous communication, we are in the process of drafting a Qualified Domestic Relations Order (QDRO) related to the [specific retirement plan or account] for the case involving [Names of the parties].

The purpose of this QDRO is to ensure the appropriate division of the retirement benefits in compliance with [relevant state laws/federal regulations]. Below are the preliminary details we are considering for inclusion in the QDRO:

1. **Parties Involved:**

- Participant: [Participant's Name]
- Alternate Payee: [Alternate Payee's Name]

2. **Plan Information:**

- Name of the Plan: [Name of Retirement Plan]
- Plan Administrator: [Contact Information of Plan Administrator]

3. **Benefit Division:**

- Description of how the benefits will be divided (e.g., percentage of the total benefits or specific dollar amount).

4. **Effective Dates:**

- Date of separation/divorce: [Date]
- Date the QDRO will be effective: [Date]

5. **Compliance with Plan Terms:**

- Statement ensuring that all provisions of the plan will be followed.

Please review the draft details above and let us know if you have any changes or additional information to include. Our goal is to finalize the QDRO as swiftly as possible to facilitate the division of assets.

Thank you for your attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm]

[Your Phone Number]

[Your Email Address]