

[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. As part of the divorce proceedings initiated between [Your Name] and [Spouse's Name] on [Divorce Filing Date], I am writing to formally request the drafting and approval of a Qualified Domestic Relations Order (QDRO) concerning the division of retirement benefits.

The purpose of the QDRO is to ensure that [Spouse's Name] receives their rightful share of my retirement plan as agreed upon in our divorce settlement. The details of the retirement plan are as follows:

1. Plan Name: [Name of Retirement Plan]
2. Plan Administrator: [Plan Administrator's Name]
3. Participant: [Your Name]
4. Alternate Payee: [Spouse's Name]
5. Percentage/Amount to be awarded to Alternate Payee: [Specify percentage/amount]

Enclosed with this letter are copies of relevant documents, including the divorce decree and any other necessary information required for processing the QDRO.

Please let me know if you require any additional information or documentation to proceed with the QDRO. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosures: [List any enclosed documents]