

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

Subject: Qualified Domestic Relations Order (QDRO) Request

Dear [Plan Administrator's Name],

I am writing to formally request the preparation of a Qualified Domestic Relations Order (QDRO) pertaining to the retirement benefits of [Participant's Name], Social Security Number: [XXX-XX-XXXX]. This request arises from the dissolution of marriage between [Participant's Name] and [Alternate Payee's Name], and is aimed at effectuating the division of the retirement benefits accrued during the marriage.

Please find the necessary details to facilitate the development of the QDRO:

1. **\*\*Participant Information:\*\***
  - Name: [Participant's Name]
  - Social Security Number: [XXX-XX-XXXX]
  - Retirement Plan: [Name of Retirement Plan]
2. **\*\*Alternate Payee Information:\*\***
  - Name: [Alternate Payee's Name]
  - Social Security Number: [XXX-XX-XXXX]
  - Relationship to Participant: [e.g., Ex-spouse]
3. **\*\*Marital Information:\*\***
  - Date of Marriage: [MM/DD/YYYY]
  - Date of Divorce: [MM/DD/YYYY]
4. **\*\*Division of Benefits:\*\***
  - [Specify percentage or dollar amount to be allocated to Alternate Payee]

Please advise on any forms or additional information needed to finalize the QDRO and any fee that may apply for processing. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title/Relation, if applicable]