

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

[Plan Administrator's Name]
[Retirement Plan Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well. Please find enclosed a Qualified Domestic Relations Order (QDRO) regarding the retirement benefits of [Participant's Name], who is a participant in the [Name of Retirement Plan].

This QDRO is intended to assign a portion of the participant's retirement benefits to [Alternate Payee's Name], pursuant to the terms outlined in the attached document.

The details of the QDRO are as follows:

- Participant's Name: [Participant's Name]
- Alternate Payee's Name: [Alternate Payee's Name]
- Plan Name: [Name of Retirement Plan]
- Effective Date: [Date of Divorce/Separation]

Please review the enclosed QDRO and confirm its compliance with the plan's provisions. Should you require any additional information or modifications, please contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature, if mailing]

Enclosure: Qualified Domestic Relations Order (QDRO)