

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

[Recipient's Name]
[Recipient's Title]
[Plan Administrator's Name]
[Plan Administrator's Address]
[City, State, Zip Code]

Subject: Notification of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I am writing to formally notify you regarding the issuance of a Qualified Domestic Relations Order (QDRO) pertaining to the retirement benefits of [Participant's Full Name], who is covered under the [Plan Name] plan.

Attached to this letter, you will find a copy of the QDRO issued by [Court Name/Order Number] on [Date of Order]. This order specifies the division of retirement benefits between [Participant's Name] and [Alternate Payee's Name].

Please process this QDRO in accordance with the terms outlined in the attached document. If you require any further information or additional documentation, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Enclosure: QDRO Document