

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

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

Dear [Recipient's Name],

RE: Request for Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to formally request the preparation and submission of a Qualified Domestic Relations Order (QDRO) related to the division of retirement benefits in accordance with the recent divorce proceedings concluding on [Date of Divorce].

The retirement plans that require a QDRO are as follows:

1. [Plan Name/Type] for [Participant's Name]
2. [Plan Name/Type] for [Participant's Name]

As per our divorce decree, which was finalized on [Date], the division of these retirement assets is to be handled in accordance with the court's ruling. Please find attached copies of the divorce decree and any other relevant documents for your reference.

I would appreciate your timely assistance in drafting the QDRO to ensure a smooth transition of benefits. Should you need any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]