

[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)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the preparation and submission of a Qualified Domestic Relations Order (QDRO) in relation to the division of retirement assets as part of our [divorce settlement/property division agreement].

Details of the QDRO are as follows:

1. **\*\*Parties Involved\*\***:

- [Your Full Name]
- [Ex-Spouse's Full Name]

2. **\*\*Retirement Plan Information\*\***:

- [Name of the Retirement Plan]
- [Account Number or Plan Identifier]

3. **\*\*Division of Assets\*\***:

- [Percentage or dollar amount to be transferred to each party]
- [Specific instructions regarding payments, if applicable]

4. **\*\*Effective Date\*\***:

- [Date of original divorce/legal separation]

Please let me know if additional information is required to facilitate this process. I appreciate your prompt attention to this matter, and I look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]