

[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) Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request a Qualified Domestic Relations Order (QDRO) in connection with the divorce settlement between [Spouse's Name] and myself. The purpose of this QDRO is to ensure the equitable distribution of retirement benefits as outlined in our contested settlement agreement dated [Insert Date].

Specifically, the QDRO will address the following details:

- Plan Name: [Name of Retirement Plan]
- Participant: [Your Name or Spouse's Name]
- Alternate Payee: [Spouse's Name or Your Name]
- Benefit Percentage: [Specify Percentage]

Attached are the necessary documents that provide additional context and support for this request, including the divorce decree and plan details. Please feel free to reach out if you require any further information or documentation to process the QDRO.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Enclosures: Divorce Decree, Plan Information, etc.]