

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

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the preparation of a Qualified Domestic Relations Order (QDRO) as part of the divorce proceedings between myself and [Ex-Spouse's Name].

Details of the Case:

- **Your Name:** [Your Full Name]
- **Ex-Spouse's Name:** [Ex-Spouse's Full Name]
- **Case Number:** [Case Number if applicable]
- **Divorce Date:** [Date of Divorce]

As stipulated in the divorce decree, I am entitled to a portion of the retirement benefits held by [Ex-Spouse's Name]. I kindly ask that you initiate the process of creating a QDRO to ensure the benefits are divided appropriately.

Please let me know if you require any further information or documentation to proceed. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Title (if applicable)]