

**SENT VIA [CERTIFIED MAIL / EMAIL]**

Date: [Date]

To: [Ex-Spouse's Name]  
[Ex-Spouse's Address]  
[City, State, Zip Code]

**RE: NOTICE OF BREACH REGARDING DIVISION OF RETIREMENT ASSETS**

Dear [Ex-Spouse's Name],

This letter serves as formal notice that you are in breach of the [Final Decree of Divorce / Settlement Agreement] entered by the [Court Name] on [Date of Order].

Pursuant to Section [Section Number/Paragraph] of the aforementioned Order, you were required to take the following actions regarding the division of [Name of Retirement Plan/Account Number]:

- [Description of specific obligation, e.g., Sign the Qualified Domestic Relations Order (QDRO)]
- [Description of specific obligation, e.g., Provide account statements or contact information]
- [Description of specific obligation, e.g., Transfer the sum of \$XXXXX to the designated account]

To date, you have failed to comply with these requirements. Your failure to cooperate has resulted in a delay of the lawful distribution of assets and may cause financial loss due to market fluctuations or tax implications.

**DEMAND IS HEREBY MADE** that you cure this breach by performing the following actions within [Number] days of the date of this letter:

[List specific steps the recipient must take immediately]

If you fail to comply with the court-ordered division of assets by [Deadline Date], I will have no choice but to file a Motion for Contempt or an Enforcement Action with the Court. Please be advised that in such an event, I will also seek an award for attorney's fees, court costs, and any loss in account value resulting from your delay.

Please govern yourself accordingly.

Sincerely,

[Your Signature]  
[Your Printed Name]

[Your Phone Number]

[Your Email Address]

CC: [Your Attorney's Name, if applicable]