[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Plan Administrator Name]
[Retirement Plan Name]
[Address]
[City, State, Zip Code]

**RE: Notice of Representation and Intent to File Qualified Domestic Relations Order (QDRO)**

**Participant Name:** [Participant Name]
**Participant SSN (Last 4 digits):** [XXX-XX-0000]
**Alternate Payee Name:** [Alternate Payee Name]
**Case Number:** [Court Case Number]

To the Plan Administrator,

Please be advised that this office represents [Client Name] (the "Alternate Payee") in connection with the division of retirement benefits held in the [Name of Retirement Plan] (the "Plan") pursuant to a domestic relations matter.

This letter serves as formal notice that we are in the process of preparing a Qualified Domestic Relations Order (QDRO) to assign a portion of the Participant's benefits to our client. We request that you place a temporary hold or "freeze" on the Participant's account, to the extent permitted by law and Plan policy, to prevent any distributions or loans that might circumvent the pending Order.

Additionally, please provide our office with the following information:

- A copy of the Plan's Summary Plan Description (SPD);
- The Plan's specific QDRO procedures and any model language/templates;
- A statement of the Participant's current account balance or accrued benefit.

A signed Authorization for Release of Information is enclosed with this letter. All future correspondence regarding this matter should be directed to our office.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Printed Name/Title]

Enclosure: Signed Authorization for Release of Information