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

[Date]

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

RE: Request for Summary Plan Description and Domestic Relations Order Procedures
Participant Name: [Participant's Full Name]
Participant SSN (Last 4 digits): [XXX-XX-0000]
Plan Name: [Full Name of Benefit Plan]

Dear Plan Administrator,

I am writing to formally request information regarding the above-referenced retirement plan. Pursuant to the Employee Retirement Income Security Act (ERISA), please provide the following documents:

- A current copy of the Summary Plan Description (SPD).
- The Plan's written procedures for determining the qualified status of Domestic Relations Orders (QDROs).
- Any model QDRO forms or language approved by the Plan.
- A current statement of the participant's accrued benefits or account balance.

Please let me know if there are any reasonable copying fees associated with this request so that I may remit payment promptly.

Thank you for your assistance. I look forward to receiving these documents within 30 days.

Sincerely,

[Your Signature]
[Your Printed Name]