Date: [Insert Date]

To: [Plan Participant Name]
Address: [Insert Address]
Account Number: [Insert Account Number]

Subject: Notice of Administrative Fee Allocation for Plan Division

Dear [Insert Name],

This letter is to inform you of the administrative fees associated with the processing of the [Qualified Domestic Relations Order (QDRO) / Court Order] regarding the division of your retirement plan assets.

Pursuant to the terms of the [Insert Plan Name] and applicable federal regulations, the costs incurred by the Plan for reviewing and implementing the division of benefits are allocated as follows:

- **Total Administrative Fee:** $[Insert Amount]
- **Allocation to Participant Account:** $[Insert Amount or Percentage]
- **Allocation to Alternate Payee:** $[Insert Amount or Percentage]

The fee covers the professional services required for legal review, actuarial calculations, and record-keeping updates necessary to execute the division. These charges will be deducted directly from the respective account balances on or around [Insert Date].

No action is required from you at this time. This notice is for your records to explain the reduction in account balance related to this transaction.

If you have questions regarding this fee allocation or the status of the plan division, please contact the Plan Administrator at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Signature]
[Title]
[Plan Name/Company Name]