[Date]

[Plan Administrator/Financial Institution Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Notice of Formal Account Freeze / Hold
Participant Name: [Participant Full Name]
Account Number: [Account Number]
Plan Name: [Name of Retirement or Pension Plan]

To Whom It May Concern,

This letter serves as formal instruction to immediately place a freeze on the above-referenced participant account. This action is required due to ongoing legal proceedings involving the division of marital assets in the matter of **[Case Name/Docket Number]**.

Effective immediately, please restrict all activity on this account, including but not limited to:

- Distributions or withdrawals
- Loans against the account balance
- Rollovers to other institutions
- Changes to beneficiary designations

This freeze must remain in effect until your office receives one of the following: a certified copy of a Final Judgment/Order from the Court, a court-approved Qualified Domestic Relations Order (QDRO), or written authorization from both parties (or their legal counsel) to release the hold.

Please provide written confirmation to the undersigned once the freeze has been successfully placed. If you require additional documentation or specific internal forms to process this request, please notify us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Attorney Name]
[Law Firm Name, if applicable]
[Phone Number]
[Email Address]

cc: [Opposing Counsel Name/Participant Name]