{{ date }}

{%p if add\_other\_plan and plan\_admin.address.on\_one\_line() != ', ' %}

{{ "\n" }}{% if add\_other\_plan and plan\_admin.address.on\_one\_line() != ', ' %}Plan Admin Address:

{{ plan\_admin.address }}{% endif %}

{%p endif %}

{%p if (plan\_admin\_address != ‘’ or plan\_admin.address.on\_one\_line() != ', ') and not add\_other\_plan %}

{{ "\n" }}{% if (plan\_admin\_address != ‘’ or plan\_admin.address.on\_one\_line() != ', ') and not add\_other\_plan %}Plan Admin Address:

{% endif %}{% if plan\_admin\_address == ‘’ and plan\_admin.address.on\_one\_line() != ', ' %}{{ plan\_admin.address }}{% else %}{{ plan\_admin\_address }}{% endif %}

{%p endif %}

{%p if plan\_admin\_foreign\_address != ‘’ %}

{{ "\n" }}{% if plan\_admin\_foreign\_address != ‘’ %}Plan Admin Foreign Address:

{{ plan\_admin\_foreign\_address }}{% endif %}

{%p endif %}

{%p if add\_other\_plan and plan\_sponsor.address.on\_one\_line() != ', ' %}

{{ "\n" }}{% if add\_other\_plan and plan\_sponsor.address.on\_one\_line() != ', ' %}Plan Sponsor Address:

{{ plan\_sponsor.address }}{% endif %}

{%p endif %}

{%p if (plan\_sponsor\_address != ‘’ or plan\_sponsor.address.on\_one\_line() != ', ') and not add\_other\_plan%}

{{ "\n" }}{% if (plan\_sponsor\_address != ‘’ or plan\_sponsor.address.on\_one\_line() != ', ') and not add\_other\_plan %}Plan Sponsor Address:

{% endif %}{% if plan\_sponsor\_address == ‘’ and plan\_sponsor.address.on\_one\_line() != ', ' %}{{ plan\_sponsor.address }}{% else %}{{ plan\_sponsor\_address }}{% endif %}

{%p endif %}

{%p if plan\_sponsor\_foreign\_adress != ‘’ %}

{{ "\n" }}{% if plan\_sponsor\_foreign\_adress != ‘’ %}Plan Sponsor Foreign Address:

{{ plan\_sponsor\_foreign\_adress }}{% endif %}

{%p endif %}

To the plan administrator of {% if add\_other\_plan == false %}{{ plan\_name | upper }}{% else %}{{ other\_plan | upper }}{% endif %},

Please see the enclosed draft order for review and pre-approval. The order deals with {% if who\_is\_participant == ‘Petitioner-Plaintiff’ %}{{ petitioner.name }}{% else %}{{ respondent.name }}{% endif %}’s pension, 401(k), stock option, deferred compensation, or retirement benefits (both qualified and non-qualified) under any Plan which you maintain for the benefit of {% if who\_is\_participant == ‘Petitioner-Plaintiff’ %}{{ petitioner.name }}{% else %}{{ respondent.name }}{% endif %}, SSN# {{ participant.ssn }}, DOB {{ participant.dob }}.

You are hereby instructed to pay no claims and allow no elections (excepting therefrom investment choices which may be exercised by participants pursuant to Internal Revenue Code §404(c)) under any plans, policies or accounts which you may maintain for the benefit of {% if who\_is\_participant == ‘Petitioner-Plaintiff’ %}{{ petitioner.name }}{% else %}{{ respondent.name }}{% endif %} until after the QDRO process has been completed.

Please **confirm receipt** and reach out with any questions. My contact information is as follows:

{{ filing\_party\_namE | upper }}

{{ filing\_party\_addresS }}

{{ filing\_party\_email }}

{{ filing\_party\_phone }}

Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ filing\_party\_namE }}

{{ role }}