

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Submission of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit a Qualified Domestic Relations Order (QDRO) for processing as part of the division of retirement benefits in accordance with the divorce decree dated [Date of Divorce Decree].

Please find the following details regarding the QDRO submission:

- **Participant's Name:** [Participant's Full Name]
- **Plan Name:** [Retirement Plan Name]
- **Plan Administrator:** [Plan Administrator's Name]
- **Case Number:** [Divorce Case Number]
- **Effective Date of QDRO:** [Date]

Enclosed with this letter, you will find the completed QDRO document, along with any additional required forms or information. Please review the documents at your earliest convenience and let me know if any further information or clarification is needed.

If the order is acceptable, I kindly request you to process it and return a signed copy for my records.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]