

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

[Name of the Plan Administrator]
[Name of the Retirement Plan]
[Administrator's Address]
[City, State, Zip Code]

Subject: QDRO Completion Letter

Dear [Plan Administrator's Name],

I am writing to formally notify you of the completion of the Qualified Domestic Relations Order (QDRO) regarding the retirement benefits of [Participant's Name], [Participant's Social Security Number or Plan Identification Number].

The QDRO was entered on [Date of Court Order] by the [Court Name] under case number [Case Number]. It outlines the distribution of the retirement benefits between [Participant's Name] and [Alternate Payee's Name], and has been reviewed and approved by the court.

Please find the attached copy of the finalized QDRO for your records. We kindly request that you process this order in accordance with your plan's procedures and guidelines.

Should you require any further information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Relationship to the Parties]