

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Name of the Court]  
[Court Address]  
[City, State, Zip Code]

Re: Qualified Domestic Relations Order (QDRO)

Dear [Judge's Name],

I am writing to submit a Qualified Domestic Relations Order (QDRO) for your review and approval in the matter of [Your Name] v. [Ex-Spouse's Name], Case No. [Case Number].

Enclosed with this letter, please find the QDRO that has been drafted to divide the retirement benefits as per the final divorce decree dated [Date of Divorce Decree]. This order has been prepared in accordance with ERISA guidelines and the specific requirements set forth by the applicable retirement plan administrator.

The parties involved in this matter have agreed to the terms outlined in the attached QDRO. I kindly request that the court review and sign the order so that it may be submitted for implementation by the retirement plan.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at the phone number or email address provided above.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title, if applicable]

Enclosure: Qualified Domestic Relations Order (QDRO)