

[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: Approval of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I am writing to formally confirm the approval of the Qualified Domestic Relations Order (QDRO) pertaining to the retirement benefits of [Participant's Name], [Plan Name or Type].

Details of the QDRO are as follows:

- \*\*Name of Participant:\*\* [Participant's Full Name]
- \*\*Name of Alternate Payee:\*\* [Alternate Payee's Full Name]
- \*\*Effective Date:\*\* [Effective Date of the QDRO]
- \*\*Plan Name:\*\* [Name of the Retirement Plan]
- \*\*Court Case Number:\*\* [Court Case Number]

This QDRO has been reviewed and approved in accordance with the relevant state laws and the plan's guidelines. The approval is effective as of [Approval Date].

Please ensure that this order is executed and the necessary adjustments are made to the accounts associated with the above-mentioned participant and alternate payee.

Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Signature, if sending a hard copy]