

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

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

Subject: Request for Approval of Qualified Domestic Relations Order
(QDRO)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request the approval of the Qualified Domestic Relations Order (QDRO) that has been prepared regarding the division of retirement benefits as part of the divorce proceedings between [Your Name] and [Ex-Spouse's Name].

Enclosed, please find the QDRO document that outlines the specifics of the division of retirement assets. The QDRO has been drafted in accordance with the applicable laws and regulations, ensuring compliance and clarity in the division of benefits.

[Optional: Briefly summarize the terms of the QDRO, including the percentage or amount to be received, any specific conditions, and any additional relevant details.]

To facilitate a smooth review process, I kindly request that you confirm the receipt of this document and provide your feedback or required amendments at your earliest convenience. If any additional information or documentation is needed to expedite the approval process, please do not hesitate to reach out.

Thank you for your prompt attention to this matter. I look forward to your positive response and the successful processing of this QDRO.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]

[Your Relationship to the QDRO (e.g., Alternate Payee)]

Enclosure: Qualified Domestic Relations Order (QDRO) Document