

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

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

Dear [Recipient Name],

Subject: Request for QDRO Approval

I am writing to formally request the approval of the Qualified Domestic Relations Order (QDRO) submitted on [Submission Date] regarding the division of retirement benefits in connection with my divorce from [Ex-Spouse's Name].

Please find attached all required documentation for your review. I would appreciate your prompt attention to this matter and look forward to your confirmation of approval.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]