

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

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

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

Dear [Plan Administrator's Name],

I hope this letter finds you well. I am writing to request the approval of a Qualified Domestic Relations Order (QDRO) pertaining to my [divorce/separation] from [Ex-Spouse's Name]. Enclosed, you will find a copy of the QDRO that has been prepared by my attorney, [Attorney's Name], which outlines the division of [specific retirement plan/benefits] in accordance with the terms of our [divorce/separation agreement].

Details of the QDRO are as follows:

- ****Parties Involved****:
 - Participant: [Your Name]
 - Alternate Payee: [Ex-Spouse's Name]
- ****Plan Information****:
 - Plan Name: [Name of the Retirement Plan]
 - Plan Number: [Plan Number] (if applicable)
- ****Effective Date****: [Date of Divorce/Separation]
- ****Distribution Terms****: The QDRO specifies the percentage/amount of the retirement benefits that shall be assigned to the Alternate Payee.

I kindly request that you review the enclosed QDRO for compliance with the plan requirements and applicable laws. Should there be any modifications or additional information needed for approval, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]

Enclosure: Qualified Domestic Relations Order (QDRO) Document