

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

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

I hope this letter finds you well. I am writing to formally submit the Qualified Domestic Relations Order (QDRO) for approval in accordance with the divorce judgment issued on [date of divorce].

Attached to this letter, you will find the QDRO document, which has been prepared to comply with the requirements of [specific retirement plan name]. This order has been reviewed and endorsed by both parties involved, ensuring that it meets all necessary guidelines and statutory requirements.

The details relevant to the order include:

- Participant's Name: [Participant's Name]
- Alternate Payee's Name: [Alternate Payee's Name]
- Retirement Plan: [Name of the Retirement Plan]
- Effective Date: [Date]
- Division of Benefits: [Details regarding the division of funds]

I kindly request that you review the attached document at your earliest convenience. Should you need any further information or clarification, please feel free to contact me via [your phone number] or [your email address].

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

Sincerely,

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

Attachments: Qualified Domestic Relations Order (QDRO)