

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

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

Dear [Recipient's Name],

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

I hope this letter finds you well.

I am writing to formally submit the Qualified Domestic Relations Order (QDRO) for your review and approval in accordance with [relevant state or federal regulations]. The QDRO pertains to the division of retirement benefits as part of the divorce settlement between myself and [Former Spouse's Name].

Enclosed with this letter, you will find a copy of the QDRO document, as well as any additional supporting materials you may require for your review. I kindly ask that you expedite the approval process, as the timely division of these assets is essential for both parties moving forward.

Should you need any further information or clarification regarding the contents of the QDRO, 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.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Relationship to the QDRO, e.g., "Participant" or "Alternate Payee"]

[Enclosure: Qualified Domestic Relations Order (QDRO) document]