

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization/Company]  
[Recipient Address]  
[City, State, Zip Code]  
Subject: Request for QDRO Approval

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the approval of the Qualified Domestic Relations Order (QDRO) regarding the division of retirement benefits as per the court's decision in [case number], dated [date of order].

The QDRO has been drafted in compliance with all applicable laws and the plan's requirements to facilitate the equitable distribution of retirement assets between [Your Name] and [Former Spouse's Name]. Please find enclosed a copy of the QDRO for your review.

To expedite the approval process, I would appreciate your prompt attention to this matter. Should you require any additional documentation or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this important matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Title, if applicable]