

[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],

I hope this letter finds you well. I am writing to formally request your approval of the Qualified Domestic Relations Order (QDRO) regarding the division of retirement assets between myself and my ex-spouse, [Ex-spouse's Name], as part of our divorce proceedings.

As you know, the importance of a fair and equitable distribution of retirement benefits cannot be overstated. The QDRO has been meticulously drafted in accordance with all legal requirements, reflecting both parties' contributions and entitlements. I believe you will find that it adheres strictly to both state and federal regulations governing such arrangements.

[Insert any specific arguments or points that strengthen your case for approval, such as financial hardships, the necessity of the funds, or prior agreements between the parties].

I understand that the approval process can be complex and time-consuming, but I assure you that this QDRO has been handled with utmost diligence and professionalism. I kindly request that you prioritize the review and approval process, as it directly impacts our financial stability and future planning.

Thank you for your time and consideration. I am hopeful for a positive outcome and look forward to your prompt response. Should you need any further information or documentation, please do not hesitate to reach out.

Sincerely,

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