

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for QDRO Approval

I hope this letter finds you well. I am writing to formally request the approval of the Qualified Domestic Relations Order (QDRO) that was submitted on [date of submission].

The QDRO is an essential document related to the division of retirement benefits as per the divorce settlement between [Your Name] and [Other Party's Name], finalized on [date of divorce]. This order outlines the distribution of [specific retirement account or plan], ensuring compliance with both state and federal regulations.

Attached to this letter, you will find the draft QDRO along with relevant documentation supporting this request. We have made every effort to ensure that the order meets all legal requirements and aligns with the guidelines outlined by your organization.

Please do not hesitate to reach out if you require any additional information or clarification regarding the QDRO. I appreciate your attention to this matter and look forward to your prompt approval.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]