

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit a Qualified Domestic Relations Order (QDRO) for approval concerning the division of retirement assets as stipulated in the [specify court case, e.g., "Court Case No. XXX"].

Enclosed with this letter, you will find the following documents:

1. The proposed QDRO
2. Relevant court orders
3. Any additional supporting documentation

The details of the QDRO are as follows:

- Alternate Payee Name: [Alternate Payee Name]
- Participant Name: [Participant Name]
- Retirement Plan Name: [Retirement Plan Name]
- Effective Date: [Effective Date]

I have taken care to ensure that this QDRO complies with all applicable laws and the requirements of the retirement plan involved. Should you require any additional information or clarifications, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

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

Sincerely,

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