

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

[Recipient Name]
[Recipient Title]
[Recipient Institution/Organization]
[Recipient Address]
[City, State, Zip Code]

Subject: Approval of Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

We are pleased to inform you that the Qualified Domestic Relations Order (QDRO) submitted to our office on [Submission Date] has been reviewed and approved. Below you will find the details pertinent to this order:

****Case Information:****

- ****Case Number:**** [Case Number]
- ****Court Name:**** [Court Name]
- ****Date of Divorce/Separation:**** [Date]

****Participants:****

- ****Alternate Payee:**** [Name of Alternate Payee]
- ****Member/Participant:**** [Name of Member/Participant]

****Plan Information:****

- ****Name of Retirement Plan:**** [Name of Plan]
- ****Plan Administrator:**** [Administrator's Name]
- ****Plan Address:**** [Plan Address]

****Distribution Details:****

- ****Percentage of Benefits:**** [Specify Percentage or Amount]
- ****Type of Distribution:**** [Lump Sum/Monthly Payments/Other]
- ****Effective Date of Distribution:**** [Effective Date]

Please ensure that any further communications regarding this QDRO are directed to our office using the contact information provided above. Should you have any questions or require additional information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

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