

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

[Recipient Name]  
[Plan Administrator's Name]  
[Plan Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Subject: Approval of Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I am writing to confirm the approval of the Qualified Domestic Relations Order (QDRO) submitted on [Submission Date] regarding the retirement benefits of [Participant's Name].

The QDRO has been reviewed and is in compliance with the requirements set forth under ERISA and applicable state laws. The effective date of the order is [Effective Date].

Please find enclosed a copy of the approved QDRO for your records. We request that you take the necessary actions to implement the provisions outlined in the order.

Should you have any questions regarding this approval, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

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