

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

[Plan Administrator's Name]
[Plan Name]
[Plan Administrator's Address]
[City, State, Zip Code]

Subject: Approval of Qualified Domestic Relations Order (QDRO)

Dear [Plan Administrator's Name],

I hope this letter finds you well.

I am writing to confirm the approval of the Qualified Domestic Relations Order (QDRO) regarding [Name of Participant] and [Name of Alternate Payee] dated [Date of QDRO]. After a thorough review, the court has deemed the QDRO compliant with all applicable laws and has authorized its implementation.

Please find enclosed copies of the court-approved QDRO and necessary documentation for your records. I request that you proceed with the processing of the benefits as stipulated in the QDRO.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]

Enclosures: QDRO Document, Court Order Copy