

\*\*[Your Name]\*\*  
\*\*[Your Address]\*\*  
\*\*[City, State, Zip Code]\*\*  
\*\*[Email Address]\*\*  
\*\*[Phone Number]\*\*  
\*\*[Date]\*\*  
\*\*[Pension Plan Administrator's Name]\*\*  
\*\*[Pension Plan Name]\*\*  
\*\*[Plan Administrator's Address]\*\*  
\*\*[City, State, Zip Code]\*\*

Dear [Pension Plan Administrator's Name],

Subject: Approval of Qualified Domestic Relations Order (QDRO)

I am writing to formally submit the Qualified Domestic Relations Order (QDRO) for your approval, as part of the divorce settlement between [Your Name] and [Former Spouse's Name].

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

1. Copy of the proposed QDRO
2. Copy of the divorce decree
3. Any other relevant documents

Please review the QDRO to ensure compliance with the requirements set forth by the [Pension Plan Name]. If any modifications or additional information are needed, do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt approval.

Sincerely,

[Your Signature if sending a hard copy]

[Your Printed Name]

[Your Title if applicable]

[Your Relationship to the Plan Member]

\*\*Enclosures:\*\*

1. Proposed QDRO
2. Divorce Decree
3. [Any other relevant documents]