

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

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

Subject: QDRO Approval for Retirement Benefits

Dear [Plan Administrator's Name],

I am writing to formally confirm the approval of the Qualified Domestic Relations Order (QDRO) regarding the retirement benefits of [Participant's Name], [Participant's Social Security Number or Employee ID], an employee of [Company Name].

The QDRO was submitted to your office on [Date of Submission] and has been reviewed in accordance with ERISA guidelines. We appreciate your cooperation during this process.

The approved QDRO grants [Alternate Payee's Name], [Alternate Payee's Social Security Number], [relation to Participant, e.g., ex-spouse], a share of the retirement benefits accrued by [Participant's Name] during the marriage. The division of benefits is as follows:

- Percent of monthly benefit or total accumulated value: [specify percentage or amount]
- Effective date of division: [specify date]

Please ensure that all necessary measures are taken to implement the QDRO as outlined above. Should you need further information or clarification, do not hesitate 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]