

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Plan Administrator's Name]  
[Plan Administrator's Address]  
[City, State, ZIP Code]

Subject: Approval of QDRO

Dear [Recipient's Name],

I am writing to formally notify you of the approval of the Qualified Domestic Relations Order (QDRO) submitted regarding the retirement benefits of [Member's Name], [Member's Title/Relationship] under [Plan Name]. The QDRO was signed by [Judge's Name] on [Date of Order] and has been reviewed for compliance with the applicable laws and regulations. Details of the QDRO are as follows:

- \*\*Member's Name:\*\* [Member's Full Name]
- \*\*Plan Name:\*\* [Name of the Retirement Plan]
- \*\*Case Number:\*\* [Court Case Number]
- \*\*Date Signed:\*\* [Date]
- \*\*Alternate Payee's Name:\*\* [Alternate Payee's Full Name]
- \*\*Percentage of Benefits Allocated:\*\* [Percentage or Amount]

This letter serves as formal recognition that the QDRO qualifies under the guidelines set by [Applicable Law / ERISA], and the benefits will be distributed accordingly.

Please confirm receipt of this letter, and if you require any additional information, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title/Relationship to Member]