

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Approval of Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit a request for the approval of a Qualified Domestic Relations Order (QDRO) pertaining to the [name of retirement plan] held by [Name of Plan Participant], Social Security Number: [XXX-XX-XXXX].

Attached to this letter, you will find the drafted QDRO for your review. The QDRO has been prepared in accordance with legal requirements and pertains to the division of retirement benefits due to the dissolution of marriage between [Your Name] and [Name of Plan Participant].

Please find enclosed the following documents for your consideration:

1. Draft QDRO
2. Court Order of Divorce
3. [Any other relevant documents]

I kindly request that you review the attached QDRO and provide your approval at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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