

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the approval of the Qualified Domestic Relations Order (QDRO) pertaining to the division of retirement benefits as part of the divorce settlement with [Spouse's Name].

Enclosed with this letter, please find the necessary documentation including a copy of the divorce decree, the proposed QDRO, and any other relevant information required for the review process.

We appreciate your timely attention to this matter and look forward to your approval of the QDRO. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Relationship to the parties involved, if applicable]

[Enclosures: list any enclosed documents here]