

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

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

Subject: Request for QDRO Approval

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval of the Qualified Domestic Relations Order (QDRO) that has been prepared regarding the division of [Specific Plan Name] in accordance with the divorce judgment dated [Date of Divorce].

Please find attached the finalized QDRO document, which outlines the division of retirement benefits between myself and [Former Spouse's Name]. This document has been drafted in compliance with the requirements set forth in [Relevant Laws/Regulations] and approved by both parties.

I kindly ask for your prompt review and approval of the QDRO to facilitate the division process. 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 attention to this matter.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Signature (if sending a hard copy)]