

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: QDRO Payment Arrangement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the Qualified Domestic Relations Order (QDRO) arrangement regarding the division of retirement benefits.

As per the court order dated [insert date], the following payment arrangement has been proposed for the distribution:

1. **\*\*Pension Plan Name\*\***: [Insert name of the plan]
2. **\*\*Monthly Payment Amount\*\***: \$[Insert amount]
3. **\*\*Start Date of Payments\*\***: [Insert date]
4. **\*\*Termination of Payments\*\***: [Insert date or condition for termination]
5. **\*\*Payment Method\*\***: [Insert payment method, e.g., direct deposit, check, etc.]

Please confirm your acceptance of this arrangement or suggest any modifications you deem necessary. I believe that this payment plan is fair and will facilitate a smooth transition as we move forward.

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]