

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

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

Subject: QDRO Payment Processing

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the processing of the Qualified Domestic Relations Order (QDRO) pertaining to [Name of the Participant] and [Name of the Alternate Payee].

Enclosed are the necessary documents including a copy of the signed QDRO and any additional information required for processing. The specifics of the order are as follows:

- **Participant Name:** [Name of the Participant]
- **Alternate Payee Name:** [Name of the Alternate Payee]
- **Plan Details:** [Name of the Plan, Account Number, etc.]
- **Effective Date of QDRO:** [Date]

Please confirm receipt of this request and provide an estimated timeline for processing the payment. Should you require any further documentation or clarification, feel free to reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]
[Your Relationship to the Parties involved (if applicable)]

Enclosures: QDRO Document and Supporting Information