

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

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

Subject: Request for QDRO Payment Verification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request verification of the Qualified Domestic Relations Order (QDRO) payments associated with my account, as per the details provided below:

- \*\*Participant Name:\*\* [Participant's Full Name]
- \*\*Account Number:\*\* [Account Number]
- \*\*QDRO Reference Number:\*\* [QDRO Reference Number]
- \*\*Effective Date of QDRO:\*\* [Effective Date]

I would appreciate it if you could confirm the following details regarding the QDRO payments:

1. Current payment status
2. Payment history for the last [specify time period]
3. Any outstanding balance or issues related to the QDRO

Please send the verification to my address listed above or via email at [Your Email Address]. If you require any further information or documentation to process this request, feel free to contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]