

[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]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the Qualified Domestic Relations Order (QDRO) payment associated with [specific account or individual's name, if applicable].

As per the terms of the QDRO issued on [date of the QDRO], I would like to confirm the status of the payments that are due to me. Specifically, I would appreciate any information regarding the schedule, amount, and method of disbursement for these payments.

If there are any additional forms or documentation required from my side to facilitate this process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]