

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: QDRO Payment Communication

I hope this letter finds you well.

I am writing to discuss the Qualified Domestic Relations Order (QDRO) related to my [divorce/separation] agreement with [Ex-Spouse's Name]. As per the terms outlined in the QDRO, I would like to confirm the initiation of payment and the details associated with it.

The QDRO was approved on [Date of Approval] and outlines the distribution of the retirement benefits from [Pension Plan/Retirement Account].

According to the agreement, I am entitled to receive [Percentage/Amount] of the benefits.

Please find attached a copy of the QDRO for your reference. I would appreciate it if you could provide me with the following information:

1. The expected timeline for the commencement of payments.
2. Any necessary documentation I need to complete.
3. Contact information for future inquiries or issues related to the QDRO.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

Attachments: QDRO Document