

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

[Recipient Name]
[Recipient Title]
[Company/Plan Administrator Name]
[Company Address]
[City, State, Zip Code]

Subject: QDRO Payment Confirmation

Dear [Recipient Name],

I am writing to confirm the receipt of payment as per the Qualified Domestic Relations Order (QDRO) dated [insert date of QDRO]. The payment details are as follows:

- Payee: [Name of the payee]
- Amount: [Payment amount]
- Payment Date: [Date of payment]
- Reference Number: [Any reference number if applicable]

Please acknowledge receipt of this payment at your earliest convenience. If you have any questions or require further information, feel free to contact me.

Thank you for your cooperation.

Sincerely,

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