

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

Dear [Recipient Name],

Subject: Follow-Up on QDRO Payment

I hope this message finds you well. I am writing to follow up on the Qualified Domestic Relations Order (QDRO) payment related to [specific details about the case or agreement].

As per our previous correspondence on [date of last communication], I was expecting the disbursement of funds by [original payment date]. However, I have not yet received confirmation or the payment itself.

Could you please provide an update on the status of the payment? If there are any issues or additional information needed from my end, I would be glad to assist to expedite the process.

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)]