

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing in response to the recent communication regarding the Qualified Domestic Relations Order (QDRO) payment.

Firstly, I want to express my appreciation for your promptness in addressing this matter. After reviewing the details outlined in your correspondence, I would like to confirm my understanding and outline my position regarding the QDRO payment.

[Insert specifics regarding the QDRO payment, any agreements or discrepancies, and your intentions moving forward.]

Please let me know if there are any further steps needed from my side to facilitate this process. I look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]