

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

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

Subject: QDRO Payment Notification

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inform you about the Qualified Domestic Relations Order (QDRO) payment related to [specific court case or agreement reference].

As per the terms of the QDRO finalized on [date of QDRO], I am scheduled to receive my share of the [type of retirement plan or account] as agreed.

The details of the payment are as follows:

- **\*\*Amount\*\***: \$[amount]
- **\*\*Payment Due Date\*\***: [due date]
- **\*\*Payment Method\*\***: [specify method: check, direct deposit, etc.]

Please ensure that the payment is processed by the due date to comply with the QDRO stipulations. If there are any issues or further documentation needed, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]