

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

Subject: Request for QDRO Approval

Dear [Recipient's Name],

I am writing to request your approval of the Qualified Domestic Relations Order (QDRO) pertaining to the divorce settlement between [Your Name] and [Ex-Spouse's Name]. Enclosed with this letter, please find the finalized QDRO document, which has been prepared in accordance with the applicable laws and regulations.

The purpose of this QDRO is to outline the division of [specific retirement plan or account name] as previously agreed upon in our divorce settlement. The relevant details are as follows:

- **Participant Name:** [Ex-Spouse's Name]
- **Plan Name:** [Retirement Plan or Account Name]
- **Effective Date of the Order:** [Date]
- **Division Amount:** [Percentage or specific amount]

We believe this order meets all necessary specifications, and we look forward to your prompt review and approval. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter, and I appreciate your timely assistance.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Relationship to the Divorce]
[Enclosures: QDRO Document]