

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

Subject: Submission of Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally submit the Qualified Domestic Relations Order (QDRO) as part of the divorce proceedings involving [Your Full Name] and [Other Party's Full Name]. The QDRO attached to this letter outlines the necessary provisions regarding the division of [specify the type of retirement plan, e.g., pension, 401(k), etc.].

Please find the following documents enclosed:

1. Completed QDRO
2. Copy of the divorce decree
3. Any additional relevant documentation

I kindly request that you review the enclosed QDRO and provide confirmation of its acceptance. Should you require any additional information or modifications, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

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