

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

Dear [Recipient's Name],

I am writing to formally submit a Qualified Domestic Relations Order (QDRO) for your review and approval. This document outlines the division of retirement benefits as agreed upon in the divorce settlement between [Your Name] and [Former Spouse's Name].

The details of the order are as follows:

- Plan Name: [Retirement Plan Name]
- Participant: [Former Spouse's Name]
- Alternate Payee: [Your Name]
- Effective Date: [Date of Divorce or other applicable date]

Attached, you will find the necessary documents, including the draft QDRO and any supporting paperwork required by your plan. If there are any additional forms or information needed, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response so we can move forward with the implementation of the QDRO.

Sincerely,  
[Your Name]