

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Submission of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit a Qualified Domestic Relations Order (QDRO) for review and processing.

Please find the attached QDRO, which outlines the terms of the division of retirement benefits as agreed upon in the divorce decree. The details of the order are as follows:

- \*\*Employee Name\*\*: [Employee's Name]
- \*\*Employee Social Security Number\*\*: [Employee's SSN]
- \*\*Alternate Payee Name\*\*: [Alternate Payee's Name]
- \*\*Alternate Payee Social Security Number\*\*: [Alternate Payee's SSN]
- \*\*Plan Name\*\*: [Retirement Plan Name]
- \*\*Case Number\*\*: [Divorce Case Number]
- \*\*Court Name\*\*: [Court Name]
- \*\*Date of Divorce Decree\*\*: [Date]

Please review the attached order at your earliest convenience. If you require any additional information or modifications, do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]