

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

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

Dear [Recipient's Name],

Subject: Request for Approval of Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well. I am writing to formally request the approval of the Qualified Domestic Relations Order (QDRO) concerning [Employee's Name], who is a participant in the [Name of Retirement Plan] provided by [Company/Organization Name].

The enclosed QDRO has been drafted to comply with the necessary legal requirements and aims to divide the retirement benefits as agreed upon in the divorce settlement between [Employee's Name] and [Your Name] as stated in the court order dated [Date of Court Order].

Please find the necessary documents attached for your review:

1. Copy of the QDRO
2. Copy of the divorce decree
3. Any additional supporting documents required

We appreciate your prompt attention to this matter and request that you respond with any comments or approval at your earliest convenience.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title, if applicable]