

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

Dear [Recipient's Name],

I am writing to submit a Qualified Domestic Relations Order (QDRO) application for approval. This order has been prepared to outline the division of retirement benefits as part of the divorce settlement between myself and [Ex-Spouse's Name].

Enclosed with this letter, you will find the following documents:

1. A copy of the proposed QDRO.
2. A copy of the divorce decree.
3. Any additional documentation required by your institution.

I appreciate your attention to this matter and look forward to your timely review and approval of the QDRO. Should you have any questions or require further information, please do not hesitate to reach out to me at the contact information provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]