

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

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

Subject: QDRO Application Fulfillment

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to confirm the fulfillment of the Qualified Domestic Relations Order (QDRO) application submitted on [Date of Submission].

Enclosed, please find the following documents for your review:

1. A certified copy of the QDRO
2. Supporting documentation as required
3. Any additional forms or information as requested

We kindly request that you process this QDRO in accordance with plan procedures and notify us if further information or action is necessary.

If you have any questions or need additional information, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Relationship to the Parties] (if applicable)

[Your Signature (if sending a hard copy)]

Enclosures: [List of enclosed documents]