

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

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

Dear [Recipient's Name],

Subject: Submission of Qualified Domestic Relations Order (QDRO)

I hope this letter finds you well.

I am writing to formally submit the Qualified Domestic Relations Order (QDRO) for your review and processing. The QDRO pertains to the division of retirement benefits as part of the dissolution of marriage between [Your Full Name] and [Former Spouse's Full Name].

Enclosed with this letter are the following documents:

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

Please review the attached QDRO and let me know if there are any necessary changes or if additional information is required. If everything is in order, I kindly request that you process the QDRO as soon as possible.

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]