

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

Re: Qualified Domestic Relations Order (QDRO)

Dear [Recipient Name],

I am writing to submit a Qualified Domestic Relations Order (QDRO) for the court's approval regarding the division of retirement benefits following the dissolution of marriage between [Your Name] and [Ex-Spouse's Name].

The details of the case are as follows:

- Case Number: [Case Number]
- Date of Marriage: [Date of Marriage]
- Date of Divorce: [Date of Divorce]

Attached to this letter, you will find the proposed QDRO along with the necessary supporting documentation. This order is intended to ensure the equitable distribution of retirement benefits in accordance with [State] laws and the terms of the divorce decree.

Please review the attached documents and let me know if you require any further information or additional documentation to facilitate this process.

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]

Attachments:

1. Proposed QDRO
2. Copy of Divorce Decree
3. Any additional relevant documentation