

[LETTERHEAD]

[DATE]

Via USPS Certified Mail (RRR)

#[XXXXXXXXXXXXXXXXXXXXXXX]

[Plan/QDRO TPA Name]

ATTN: [Plan Administrator] [QDRO Administrator]

[Street Address]

[City], [State] [ZIP Code]

RE: Plan: [Plan Name]

Participant: [Participant Name]

Alternate Payee: [Alternate Payee Name]

Draft QDRO Pre-Approval Request

The [Pension Project Name] is a grant funded, non-profit legal assistance program that helps individuals understand and exercise their pension rights. Ms. [Alternate Payee Name] (“Ms. [AP Last Name]”), through her attorney [Attorney Name] of [Legal Aid of XXXXXXX], has engaged our office to assist her in regards to that portion of the retirement benefits of her ex-husband Mr. [Participant Name] (“Mr. [Participant Last Name]”) in the [Plan Name] (“Plan”) that Ms. [AP Last Name] was awarded pursuant to the Final Decree of Divorce issued in Cause No. [XXXXXXX] in the [XXXX] Judicial District of the District Court of [XXXXXXX] County, [State]. The respective Social Security Numbers and dates of births for Mr. [Participant Last Name] and Ms. [AP Last Name] are included in enclosed “QDRO Information Sheet”.

My office has prepared the enclosed draft Qualified Domestic Relations Order regarding the assignment of Mr. [Participant Last Name]’s benefits under the Plan to Ms. [AP Last Name]. I ask that you please review the draft order and notify me if the order would meet the QDRO requirements to divide Mr. [Participant Last Name]’s Plan benefits or if revisions are needed to the order before the Plan would give effect to the order as prepared when signed by the court.

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If you have any questions, please do not hesitate to contact my office at [**Telephone Number**] or by e-mail to [**E-mail Address**]. Thank you for your assistance in this matter.

Sincerely,

/s/ [**Submitting Attorney**]

[**Submitting Attorney**]

Staff Attorney

[**e-mail address**] | [**telephone number**]

Enclosures: As stated

cc: [**Legal Aid of XXXXXXXX**]

Attn: [**Name**], Attorney

[**Street Address**]

[**City**], [**State**]    [**ZIP Code**]

Via USPS First Class Mail