

[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]

Executed Domestic Relations Order

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 provide counsel regarding her benefits as the former spouse/alternate payee of participant Mr. [Participant Name] (“Mr. [Participant Last Name]”) under the [Plan Name] (“Plan”).

Please find enclosed [a/an] [electronically] certified copy of a “Qualified Domestic Relations Order For [XXXXX] Plan” (“Order”) executed by the court on [DATE], in Cause No. [XXXXXXXX] in the [XXXX] Judicial District of the District Court of [XXXXXX] County, [State], awarding to Ms. [AP Last Name] the specified portion of Mr. [Participant Last Name]’s retirement benefits under the Plan. [A draft of the Order was previously pre-approved by the Plan by a letter dated [Day][Month][Year] (copy enclosed)]. At this time, I would ask that you please review the Order, determine if the Order meets the Plan’s requirements for a qualified domestic relations order, and notify my office of the outcome of that determination. For identification purposes, please see the enclosed “QDRO Information Sheet” that contains the respective Social Security Numbers and dates of birth for Mr. [Participant Last Name] and Ms. [AP Last Name], as well as other information for processing the Order.

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I ask that you please forward any ongoing communication in this matter to my office. 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**]

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

Via USPS First Class Mail

Attn: [**Name**], Attorney

[**Street Address**]

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