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

[Plan Administrator Name]
[Plan Name]
[Address]
[City, State, Zip Code]

RE: Submission of Draft Qualified Domestic Relations Order for Pre-Approval
Participant: [Participant's Full Name]
Social Security Number: [Last 4 Digits]
Alternate Payee: [Alternate Payee's Full Name]
Case Number: [Court Case Number]

Dear Plan Administrator,

Enclosed for your review is a draft Qualified Domestic Relations Order (QDRO) concerning the [Name of Pension/401k/Retirement Plan] account of the Participant listed above.

We are submitting this draft to your office for pre-approval prior to obtaining the Judge's signature and filing it with the Court. This is to ensure that the order complies with the Plan's procedures and the requirements of the Employee Retirement Income Security Act (ERISA).

Please review the enclosed draft and notify me in writing whether it meets the requirements for qualification. If any modifications are necessary, please provide specific instructions or sample language that would bring the order into compliance.

If you have any questions or require additional information, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Draft Qualified Domestic Relations Order