[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Plan Administrator Name]
[Plan Name]
[Company Name]
[Address]

RE: Inquiry Regarding Status of QDRO Review
Participant Name: [Participant Name]
Participant SSN (Last 4 digits): [Last 4 Digits of SSN]
Alternate Payee Name: [Your Name or Client Name]
Case Number: [Reference Number if applicable]

Dear Plan Administrator,

I am writing to formally inquire about the status of the review for the draft Qualified Domestic Relations Order (QDRO) submitted for the above-referenced plan.

The draft order was submitted for your review on [Date of Submission]. To date, I have not received a notification regarding whether the order has been pre-approved or if revisions are required.

Could you please provide a status update on the review process? Specifically, please confirm:

- The current status of the review.
- If any additional information or documentation is needed.
- The estimated timeframe for completion of the review.

I have attached a copy of the original submission for your convenience. Thank you for your time and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]