

Cost Breakdown Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification on Cost Breakdown

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification on the cost breakdown for [project/service name] as per your request. Below is a detailed explanation of the associated costs:

Cost Breakdown

Item Description	Quantity	Unit Price	Total Cost
[Item 1 Description]	[Quantity]	[Unit Price]	[Total Cost]
[Item 2 Description]	[Quantity]	[Unit Price]	[Total Cost]
[Item 3 Description]	[Quantity]	[Unit Price]	[Total Cost]

The total estimated cost for the project/service is [Total Estimated Cost]. If you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]