

# Out-of-Pocket Expenses Information Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request information regarding out-of-pocket expenses related to [specific service or procedure, if applicable]. As I am planning [mention the reason or context], it would be helpful to understand the potential costs involved.

Could you please provide a detailed breakdown of the out-of-pocket expenses I might incur? Specifically, I am interested in:

- [Expense Category 1]
- [Expense Category 2]
- [Expense Category 3]

Your assistance in this matter would be greatly appreciated. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any additional information.

Thank you in advance for your help!

Sincerely,

[Your Name]