

# Letter of Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify the details regarding the cost distribution framework that was discussed in our last meeting. As we move forward with this project, it is essential to ensure that all stakeholders have a clear understanding of how costs will be allocated.

The following key points outline our proposed framework:

- **Cost Categories:** [Detail cost categories]
- **Allocation Methodology:** [Explain how costs will be allocated]
- **Responsibilities:** [Specify responsibilities of each party]
- **Timeline:** [Outline key deadlines]

If you have any questions or require further clarification on any of these points, please do not hesitate to reach out. We value your input and look forward to collaborating effectively on this project.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]