

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

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a detailed explanation of the cost allocation methodology currently being utilized by [Recipient Company/Department]. Understanding this methodology is crucial for us to ensure proper compliance and assessment of costs associated with [specific project, department, or initiative].

Specifically, I would appreciate it if you could provide insights into the following areas:

- The framework used for the allocation of costs.
- Key assumptions made during the allocation process.
- Any changes to the methodology in recent years.
- Applicable guidelines or standards followed.

Your assistance in clarifying these points would be greatly beneficial. If possible, I would appreciate a response by [specific date] to allow us to proceed accordingly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company]