

Follow-Up on Cost Allocation Methodology

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussions on the cost allocation methodology we've been reviewing.

As we strive to achieve a clearer understanding of the proposed methodology, it would be beneficial to clarify a few key aspects:

- Could you provide additional details on how indirect costs are being allocated?
- What benchmarks are being used to determine direct cost allocations?
- Are there any adjustments made for variances, and how are these processed?

Understanding these elements is crucial for our upcoming project evaluations. I look forward to your insights and appreciate your assistance.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]