

Inquiry Regarding Cost Allocation Methodology

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the cost allocation methodology currently employed by [Recipient Company]. Understanding the details of this methodology is crucial for us as we assess our internal financial processes and seek to align with best practices.

Could you please provide information regarding the following aspects of your cost allocation methodology:

- Overview of the methodology
- Key variables and factors considered
- Any changes made to the methodology in recent years
- Documentation or resources that explain the framework in detail

Your assistance in this matter is greatly appreciated, and I look forward to your timely response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]
[Your Position]
[Your Company]