

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to seek clarification regarding the cost allocation approach outlined in the recent proposal/document dated [date of the document].

Specifically, I would appreciate more detailed information on the following aspects:

- [Aspect 1]
- [Aspect 2]
- [Aspect 3]

Understanding these elements will greatly assist us in aligning our expectations and ensuring a smooth collaboration moving forward. Should you require any additional information from my side, please do not hesitate to ask.

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

Sincerely,

[Your Name]
[Your Position]