

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

[Date]

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company 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 methods currently employed within [Company/Organization Name]. As we move forward with our budgeting and financial planning processes, it is crucial for us to understand how costs are allocated among the various departments and projects.

Specifically, I would appreciate information regarding:

- The different cost allocation methods used
- Criteria for selecting each method
- Examples of how these methods apply to our current budget
- Any recent changes or updates in cost allocation practices

Thank you for your attention to this matter. I look forward to your prompt response as it will greatly assist in our financial analysis and decision-making.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Organization Name]