

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 formally request a detailed breakdown of the cost allocation methodology used in [specific project or service]. Understanding the basis of the cost allocation is crucial for us to assess the implications it has on project budgeting and overall financial planning.

Specifically, I would appreciate information on the following:

- The criteria used for allocating costs
- The specific cost categories involved
- Any assumptions made during the cost allocation process
- Relevant formulas or calculations applied

Having transparency in this area would greatly assist us in our financial evaluations and decision-making processes. I would appreciate it if you could provide this information by [specific date], if possible.

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

Sincerely,
Your Name
Your Position
Your Company/Organization Name