

Request for Clarification on Cost Allocation Methodology

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the cost allocation methodology used in [specific project, department, or context]. We aim to ensure a comprehensive understanding of the processes involved, as this will aid in our planning and budgeting efforts.

Specifically, we would appreciate insights on the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Understanding these details will help us align our expectations and facilitate smoother collaboration. If it's possible, could we arrange a meeting to discuss this in more detail?

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

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]