

Cost Distribution Framework

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Cost Distribution Framework for [Project/Department Name]

Dear [Recipient Name],

We are writing to outline the proposed cost distribution framework for [Project/Department Name]. This framework aims to provide a clear and equitable method for allocating costs associated with the project, ensuring transparency and accountability.

Cost Categories

- Direct Costs
- Indirect Costs
- Variable Costs
- Fixed Costs

Distribution Methodology

The following methodology will be applied to distribute costs:

1. Identify total costs associated with the project.
2. Allocate direct costs based on [insert criteria].
3. Distribute indirect costs using [insert method].
4. Adjust for variable and fixed costs as necessary.

Reporting and Review

We will conduct regular reviews of the cost distribution framework to ensure its effectiveness and make adjustments as required. Reports will be distributed [insert frequency] to all stakeholders.

Thank you for your attention to this matter. We look forward to your feedback on the proposed cost distribution framework.

Sincerely,

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