

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding the reimbursement rates that were recently communicated to our organization. As we strive to maintain accurate financial records and budgets, understanding the specifics of these rates is crucial.

Specifically, I would like to inquire about the following points:

- The basis on which the reimbursement rates were determined.
- Any recent changes in policies that may have affected these rates.
- The timeline for any forthcoming adjustments or reviews of these rates.

Thank you for your attention to this matter. I look forward to your prompt response to assist us in our ongoing planning and budgeting efforts.

Sincerely,
[Your Name]
[Your Position/Title]
[Your Organization]