

Cost Variance Analysis Report

Date: [Insert Date]

To: [Executive's Name]

From: [Your Name]

Subject: Cost Variance Analysis for [Project/Department Name]

Introduction

This briefing provides an analysis of the cost variances observed in [Project/Department Name] for the period ending [Insert Date].

Summary of Variances

Category	Budgeted Cost	Actual Cost	Variance	Variance Percentage
[Category 1]	[Budgeted Cost]	[Actual Cost]	[Variance]	[Variance Percentage]
[Category 2]	[Budgeted Cost]	[Actual Cost]	[Variance]	[Variance Percentage]

Analysis of Variances

Analysis of key factors contributing to variances:

- [Factor 1]
- [Factor 2]
- [Factor 3]

Recommendations

To address the variances identified, we recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

In conclusion, addressing the identified cost variances will enhance our financial performance and operational efficiency in [Project/Department Name].

Sincerely,

[Your Name]

[Your Position]