

Cost Variance Notification

Date: [Insert Date]

To: Finance Team

From: [Your Name]

Subject: Notification of Cost Variance

Dear Finance Team,

I hope this message finds you well. I am writing to bring to your attention a cost variance that has been identified in our recent project financials.

The following details outline the variance:

- **Project Name:** [Insert Project Name]
- **Budgeted Amount:** [Insert Budgeted Amount]
- **Actual Amount:** [Insert Actual Amount]
- **Variance Amount:** [Insert Variance Amount]

This variance has occurred due to [briefly describe the reason for the variance]. To ensure we stay aligned with our financial objectives, I recommend the following actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

Please let me know if you need any further information or clarification regarding this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]