

Cost Variance Report

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Cost Variance Report for [Project Name]

Dear [Stakeholder Name],

I am writing to provide you with the latest cost variance report for the [Project Name]. As of [Report Date], we have observed some variances that require your attention.

Cost Summary

Cost Category	Planned Cost	Actual Cost	Variance
[Cost Category 1]	[Planned Cost 1]	[Actual Cost 1]	[Variance 1]
[Cost Category 2]	[Planned Cost 2]	[Actual Cost 2]	[Variance 2]

Analysis

The current cost variance indicates that we are [over/under] budget by [Variance Amount]. The primary reasons for this variance include:

- [Reason 1]
- [Reason 2]

Action Plan

We recommend the following actions to address the cost variance:

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

We appreciate your attention to this matter and are committed to keeping you updated on our progress. Please do not hesitate to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]