

Cost Variance Summary

Date: [Insert Date]

To: Budget Committee

From: [Your Name]

Subject: Cost Variance Summary for [Project Name]

Dear Budget Committee Members,

Attached you will find the cost variance summary for [Project Name] as of [Insert Date]. This document outlines the discrepancies between the initial budget and the actual costs incurred to date.

Summary of Variances

Cost Item	Budgeted Amount	Actual Amount	Variance
[Cost Item 1]	[Budgeted Amount 1]	[Actual Amount 1]	[Variance 1]
[Cost Item 2]	[Budgeted Amount 2]	[Actual Amount 2]	[Variance 2]

The total cost variance is [Total Variance] which represents a [Percentage] deviation from the original budget. Please review the attached summary for detailed insights on the causes of these variances and recommendations for mitigating any further issues.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]