

Project Cost Analysis Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Cost Analysis Summary for [Project Name]

Project Overview

[Brief description of the project]

Cost Analysis Summary

Cost Item	Estimated Cost	Actual Cost	Variance
[Cost Item 1]	[Estimated Cost 1]	[Actual Cost 1]	[Variance 1]
[Cost Item 2]	[Estimated Cost 2]	[Actual Cost 2]	[Variance 2]
[Cost Item 3]	[Estimated Cost 3]	[Actual Cost 3]	[Variance 3]

Total Cost Summary

Total Estimated Cost: [Total Estimated Cost]

Total Actual Cost: [Total Actual Cost]

Total Variance: [Total Variance]

Conclusion

[Short conclusion regarding the cost analysis]

Regards,

[Your Name]

[Your Position]

[Your Contact Information]