

# Quarterly Expense Report and Budgeting

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]

Dear [Recipient's Name],

I am writing to provide you with the quarterly expense report for [Quarter/Year] and to outline our proposed budget for the upcoming quarter.

## Expense Report Summary

Category	Amount Spent	Budgeted Amount	Variance
Office Supplies	[\$Amount]	[\$Budget]	[\$Variance]
Travel Expenses	[\$Amount]	[\$Budget]	[\$Variance]
Utilities	[\$Amount]	[\$Budget]	[\$Variance]
Miscellaneous	[\$Amount]	[\$Budget]	[\$Variance]

## Proposed Budget for Next Quarter

- Office Supplies: \$[Proposed Amount]
- Travel Expenses: \$[Proposed Amount]
- Utilities: \$[Proposed Amount]
- Miscellaneous: \$[Proposed Amount]

We appreciate your feedback on the expense report and the proposed budget adjustment. Please let me know if you would like to discuss this further.

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]