

Budget Tracking Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Budget Overview

Category	Budgeted Amount	Actual Amount	Variance
Category 1	\$5000	\$4500	\$500
Category 2	\$3000	\$3500	-\$500
Category 3	\$4000	\$3800	\$200

Summary

Total Budgeted Amount: **\$12000**

Total Actual Amount: **\$11800**

Total Variance: **\$200**

Conclusion

Please review the above budget tracking summary and let me know if you have any questions or need further details.

Best regards,

[Your Name]

[Your Position]