

Personal Budget Evaluation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Personal Budget Evaluation

Dear [Recipient Name],

I am writing to provide you with an evaluation of my personal budget for the past month. This assessment aims to reflect my income, expenses, and areas where adjustments may be needed to improve my financial health.

Income

- Salary: \$[Amount]
- Other Income: \$[Amount]
- Total Income: \$[Total Amount]

Expenses

- Housing: \$[Amount]
- Utilities: \$[Amount]
- Groceries: \$[Amount]
- Transportation: \$[Amount]
- Entertainment: \$[Amount]
- Total Expenses: \$[Total Amount]

Summary

My total income for the month was \$[Total Income], while my total expenses amounted to \$[Total Expenses]. This has resulted in a savings of \$[Amount] or a deficit of \$[Amount].

After evaluating my spending habits, I have identified several areas for improvement:

- Reducing entertainment expenses by [Percentage or Amount]
- Finding ways to lower utility costs
- Setting aside a fixed percentage of income for savings

Moving forward, I will be better monitoring my expenses and implementing these changes to meet my financial goals. Thank you for considering my budget evaluation.

Sincerely,

[Your Name]

[Your Contact Information]