

Budget Variance Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Budget Variance Analysis for [Insert Period]

Dear [Recipient Name],

I am writing to provide an overview of the budget variance for the period of [Insert Period]. After reviewing our financial performance, it has come to our attention that there are significant variances that require discussion.

Summary of Variances

Category	Budgeted Amount	Actual Amount	Variance	Comments
[Category 1]	[Budgeted Amount]	[Actual Amount]	[Variance]	[Comments]
[Category 2]	[Budgeted Amount]	[Actual Amount]	[Variance]	[Comments]

Analysis

The overall variance of [Insert Total Variance] indicates [brief explanation of what the variances mean for the organization].

Action Plan

To address these variances, we propose the following actions:

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Please let me know if you would like to discuss this report further or if there are any questions regarding specific variances.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]