

Budget Excess Report

Date: [Insert Date]

To: [Executive's Name]

From: [Your Name]

Subject: Budget Excess Report for Review

Dear [Executive's Name],

I am writing to inform you of a budget excess that has been identified in the [Department/Project Name] for the period of [Timeframe]. As per our ongoing financial analysis, we have exceeded the allocated budget by [Amount/Percentage].

The primary reasons for this excess include:

- [Reason 1]
- [Reason 2]
- [Reason 3]

To address this situation, we propose the following actions:

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

We appreciate your guidance and support in managing this budgetary issue. Please let me know if you would like to discuss this further. I am available for a meeting at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]