

Budget Overrun Notification

Date: [Insert Date]

To: [Stakeholder Names/Group]

From: [Your Name/Position]

Subject: Notification of Budget Overrun for [Project Name]

Dear [Stakeholder Names/Group],

I hope this message finds you well. I am writing to inform you of a budget overrun that has occurred in the [Project Name]. As we progress in the execution of the project, we have encountered unforeseen expenses that have resulted in a budget increase.

The original budget allocated for this project was [Original Budget Amount]. However, due to [briefly describe the reasons for the overrun], we have exceeded this budget by [Amount Overrun].

We are currently taking measures to address this issue, including [describe any corrective actions being implemented]. We are committed to keeping you updated on our progress and any further adjustments that may be necessary.

We appreciate your understanding and support as we navigate this challenge. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]