

Subject: Update on Project Cost Overrun

Dear Team,

I hope this message finds you well. I am writing to inform you about a recent development regarding our project budget.

Due to unforeseen circumstances, we have encountered a cost overrun that will affect our initial budget projections. Specifically, the following areas have contributed to the increase:

- Unanticipated material costs
- Increased labor requirements
- Scope changes requested by stakeholders

We are actively working on mitigation strategies to address these issues, including:

1. Re-evaluating our project timeline
2. Identifying areas to reduce costs
3. Exploring additional funding options

As a team, your input is invaluable. We encourage everyone to share any ideas or suggestions that could help us manage these challenges effectively.

We will have a follow-up meeting on [insert date and time] to discuss this matter in detail. Please come prepared to discuss your areas of responsibility and any potential impacts this may have on your work.

Thank you for your understanding and support as we navigate this situation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]