

Expenditure Tracking Alert

Dear [Financial Officer's Name],

This is a notification to bring to your attention that the expenditure for the [specific department/project] has reached [percentage]% of the allocated budget for the [specific period].

Details of the expenditure are as follows:

- Total Budget: [amount]
- Amount Spent: [amount]
- Remaining Budget: [amount]

Please review the current spending and ensure that all expenses are aligned with the budgetary guidelines. If necessary, adjustments or further approvals may be required to stay within the limits.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]