

Project Financial Reconciliation Findings

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Financial Reconciliation Findings for [Project Name]

Dear [Recipient Name],

We have completed our financial reconciliation for the [Project Name] as of [Reconciliation Date]. Below are the findings from our review:

1. Summary of Findings

- Total Budget Allocated: [Amount]
- Total Expenditure: [Amount]
- Variance: [Amount]

2. Detailed Observations

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

3. Recommendations

[Insert any recommendations based on findings]

We appreciate your attention to these findings and welcome any further discussions regarding the project finances. Please let us know if you have any questions or require additional details.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]