

Budget Closure Status Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Budget Closure Status Report for [Project Name]

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as the official budget closure status report for the [Project Name] as of [Closure Date]. Below is a summary of the financial status:

1. Budget Overview

Total Approved Budget: \$[Amount]

Total Expenditures: \$[Amount]

Remaining Balance: \$[Amount]

2. Variance Analysis

Analysis of variance from the approved budget:

- Category A: \$[Variance Amount]
- Category B: \$[Variance Amount]
- Category C: \$[Variance Amount]

3. Outstanding Items

List of outstanding invoices or pending expenditures:

- Invoice #1 - \$[Amount]
- Invoice #2 - \$[Amount]

4. Next Steps

Please review the attached documents for detailed financial statements and the final summary report. Your feedback is invaluable, and we aim to finalize the budget closure by [Closure Deadline].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]