

Budget Reconciliation Feedback

To: [Recipient's Name]

Date: [Date]

Dear [Recipient's Name],

Thank you for your recent submission regarding the budget reconciliation for [Project/Department Name]. After reviewing the documentation provided, I would like to share some feedback and observations:

Positive Aspects

- Thorough documentation of expenses.
- Clear explanations for variances.

Areas for Improvement

- Consider including more detailed forecasts for the next quarter.
- Provide additional context for unanticipated expenses.

Overall, your attention to detail in this reconciliation process is commendable. Please feel free to reach out if you would like to discuss this feedback further.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]