

Standard Cost Variance Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Standard Cost Variance Analysis for Budget Discussion

Introduction

Dear [Recipient Name],

This letter outlines the details of the standard cost variances observed during the recent financial period, to facilitate our upcoming budget discussion.

Variance Summary

Item	Standard Cost	Actual Cost	Variance	Variance %
[Item 1]	[Standard Cost 1]	[Actual Cost 1]	[Variance 1]	[Variance % 1]
[Item 2]	[Standard Cost 2]	[Actual Cost 2]	[Variance 2]	[Variance % 2]

Analysis

The variances indicated above are significant for the following reasons:

- [Reason for Variance 1]
- [Reason for Variance 2]

Recommendations

To address the variances, I recommend the following actions:

- [Recommendation 1]
- [Recommendation 2]

Conclusion

Thank you for considering this analysis as we prepare for our budget discussion. I look forward to your feedback and insights on the variances and proposed recommendations.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]