

Standard Cost Variance Observation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Standard Cost Variance Observation for Project Evaluation

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to provide an observation regarding the standard cost variance for the [Project Name] as part of our ongoing project evaluation process.

Project Overview

[Brief description of the project, including objectives and goals.]

Cost Variance Analysis

Item/Expense	Standard Cost	Actual Cost	Variance
[Item 1]	[Standard Cost 1]	[Actual Cost 1]	[Variance 1]
[Item 2]	[Standard Cost 2]	[Actual Cost 2]	[Variance 2]

Observations

[Provide your observations on the variances, what they indicate, and any implications for the project.]

Recommendations

[Offer any recommendations to address the variances noted above.]

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]