

Standard Cost Variance Report

Date: [Insert Date]

To: [Management Name]

From: [Your Name]

Subject: Standard Cost Variance Report for Review

Summary of Variance

Item	Standard Cost	Actual Cost	Variance	Variance Percentage
[Item Name 1]	[\$[Standard Cost 1]]	[\$[Actual Cost 1]]	[\$[Variance 1]]	[Variance Percentage 1]%
[Item Name 2]	[\$[Standard Cost 2]]	[\$[Actual Cost 2]]	[\$[Variance 2]]	[Variance Percentage 2]%

Analysis

[Insert detailed analysis of variance including possible reasons for discrepancies and recommendations for improvement]

Conclusion

[Summarize key points and suggest next steps for management]

Attachments

[List any additional documents attached for further reference]

Thank you for your attention to this matter. I look forward to our discussion.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]