

Standard Cost Variance Summary

Date: [Insert Date]

To: [Department Name]

From: [Your Name]

Subject: Standard Cost Variance Summary for [Period]

Introduction

This memo provides a summary of the standard cost variances for the [Department Name] for the period ending [Insert Date].

Summary of Variances

Item	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]

Analysis of Variances

[Provide a brief analysis of the variances, highlighting significant factors that contributed to the differences between standard and actual costs.]

Recommendations

[Provide recommendations for addressing significant variances and improving cost management.]

Conclusion

We appreciate your attention to this summary and look forward to discussing these variances in our upcoming departmental briefing.

Best regards,

[Your Name]
[Your Position]
[Company Name]