

# Accrued Expenses Reconciliation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Accrued Expenses Reconciliation for Variance Analysis

I am writing to provide you with the reconciliation of accrued expenses for the period ending [Insert Period End Date]. The purpose of this letter is to highlight the variances that have been identified and to outline the necessary steps to address these discrepancies.

## Accrued Expenses Summary

Expense Category	Budgeted Amount	Actual Amount	Variance
[Expense Category 1]	[Budgeted Amount 1]	[Actual Amount 1]	[Variance 1]
[Expense Category 2]	[Budgeted Amount 2]	[Actual Amount 2]	[Variance 2]

## Variance Analysis

The following variances were identified:

- [Description of Variance 1]
- [Description of Variance 2]

## Action Items

To address these variances, the following actions are recommended:

1. [Action Item 1]
2. [Action Item 2]

Please feel free to reach out if you have any questions or require further clarification regarding the accrued expenses reconciliation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]