

Pricing Variance Assessment

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Pricing Variance Assessment Report

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a formal assessment of the pricing variance identified in our recent financial review for the period ending [insert period].

Summary of Findings

- **Product/Service:** [Insert Product/Service Name]
- **Budgeted Price:** \$[Insert Budgeted Price]
- **Actual Price:** \$[Insert Actual Price]
- **Variance Amount:** \$[Insert Variance Amount]
- **Variance Percentage:** [Insert Variance Percentage]%

Analysis

The variance of \$[Insert Variance Amount] represents a [favorable/unfavorable] difference in pricing. This may be attributable to [briefly explain reasons for variance]. Further examination is needed to determine the impact of this variance on our overall financial performance.

Recommendations

To address this variance, I recommend the following actions:

1. [Action Item 1]
2. [Action Item 2]
3. [Action Item 3]

We should schedule a meeting to discuss this matter further and agree on the next steps. Please let me know your availability for next week.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]