

# Budget Variance Clarification

Date: [Insert Date]

To: [Team Members]

From: [Your Name]

Subject: Clarification on Budget Variance

Dear Team,

I hope this message finds you well. I am writing to clarify the recent budget variances that have been observed in our ongoing project.

As you may have noticed, we are currently facing some deviations from our planned budget. The following items have contributed to these variances:

- Item 1: [Description and reason for variance]
- Item 2: [Description and reason for variance]
- Item 3: [Description and reason for variance]

To address these variances, we will be taking the following steps:

1. Step 1: [Action to be taken]
2. Step 2: [Action to be taken]
3. Step 3: [Action to be taken]

Your understanding and cooperation are crucial as we work to realign our budget. Please feel free to reach out if you have any questions or need further clarification on specific items.

Thank you for your continued efforts and dedication.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]