

# Dear Investors,

We hope this message finds you well. We are reaching out to inform you about the recent budget variance observed in our Q3 financial report.

As of the end of Q3, our actual expenses totaled \$500,000, while our budgeted expenses were projected to be \$450,000, resulting in a variance of \$50,000. This variance was primarily due to:

- Increased marketing costs aimed at expanding our customer base.
- Higher-than-expected operational expenses due to supply chain disruptions.
- Additional investments in technology to enhance our service efficiency.

We are actively addressing these variances and believe that the adjustments made will position us for stronger performance in the coming quarters. Our revised budget focuses on:

- Cost containment measures in non-essential areas.
- Increased monitoring of expense categories.
- Enhanced forecasting methods to better align our resources with projected outcomes.

We appreciate your understanding and continued support as we navigate these challenges. Should you have any questions or require further details, please feel free to reach out.

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]