

Budget Variance Report

Date: [Insert Date]

To: [Department Head's Name]

From: [Your Name]

Subject: Budget Variance Details for [Department Name]

Introduction

Dear [Department Head's Name],

Please find below the budget variance details for your department for the period ending [Insert Date].

Budget Overview

Budget Category	Original Budget	Actual Spending	Variance
[Category 1]	[Original Budget Amount]	[Actual Amount]	[Variance Amount]
[Category 2]	[Original Budget Amount]	[Actual Amount]	[Variance Amount]

Summary of Variance

[Brief explanation of significant variances, reasons for overspend or underspend, and any necessary actions to be taken.]

Next Steps

Please review the above details and ensure that appropriate measures are taken to address any issues identified in the variance analysis. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]