

Budget Variance Justification

Date: [Insert Date]

To: [Project Leads' Names]

Subject: Justification of Budget Variance for [Project Name]

Dear [Project Leads' Names],

I hope this message finds you well. I am writing to provide a justification for the budget variance we are currently experiencing in the [Project Name].

Overview of Budget Variance

As of [Current Date], we have incurred a budget variance of [Amount] against the approved budget of [Total Budget]. This represents a variance of [Percentage]%.

Reasons for Variance

- [Reason 1: Description]
- [Reason 2: Description]
- [Reason 3: Description]

Impact on Project

This variance has resulted in [Impact on Project, e.g., delay, increased costs, etc.].

Proposed Actions

To address this variance, we propose the following actions:

- [Action 1: Description]
- [Action 2: Description]
- [Action 3: Description]

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]