

Budget Variance Report

Date: [Insert Date]

To: [Management Name]

From: [Your Name]

Subject: Budget Variance Report for [Period]

Dear [Management Name],

We have completed our analysis of the budget variances for the period of [Insert Period]. Below are the key findings and observations:

Summary of Variances

Category	Budgeted Amount	Actual Amount	Variance	Variance Percentage
[Category 1]	[Budgeted Amount 1]	[Actual Amount 1]	[Variance 1]	[Variance Percentage 1]
[Category 2]	[Budgeted Amount 2]	[Actual Amount 2]	[Variance 2]	[Variance Percentage 2]

Analysis

[Provide analysis of the variances, explaining reasons for overspending or underspending]

Recommendations

[Insert recommendations to address any significant variances]

We appreciate your attention to this report. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]