

# Budget Variance Summary

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Budget Variance Summary for Financial Review

Dear [Recipient's Name],

Please find below the summary of budget variances for the period of [insert period]. This report highlights the significant differences between the budgeted amounts and actual figures.

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

Key Takeaways:

- [Brief Analysis of Variance]
- [Explanation of Significant Variances]
- [Recommendations for Future Budgeting]

Thank you for your attention to this budget variance summary. Please let me know if you have any questions or require further details.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]