

Project Accounting Reconciliation Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Variance Analysis for [Project Name]

Introduction

This letter serves to present the reconciliation of the project accounting for [Project Name] as of [Insert Date]. The purpose is to analyze the variances observed between the budgeted and actual expenditures.

Variance Summary

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

Conclusion

In conclusion, the analysis of variances indicates [Provide summary of findings]. We recommend [Insert recommendations or next steps].

Thank you for your attention to this matter. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]