

# Construction Project Budget Update

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Construction Project Budget Update - [Project Name]

Dear [Recipient Name],

I am writing to provide an update on the budget for the [Project Name] construction project as of [Insert Date].

## Current Budget Overview

Total Budget: \$[Total Budget]

Expenditures to Date: \$[Expenditures]

Remaining Budget: \$[Remaining Budget]

## Budget Changes

- [Description of Change 1] - Amount: \$[Amount]
- [Description of Change 2] - Amount: \$[Amount]
- [Description of Change 3] - Amount: \$[Amount]

## Next Steps

We will continue to monitor the budget closely and provide further updates as necessary. Please feel free to reach out if you have any questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]