

Cost Overage Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Detailed Cost Overage Report

Overview

This report outlines the details regarding the cost overages incurred during the [Project Name] as of [Report Date].

Cost Overview

Category	Budgeted Amount	Actual Amount	Overage
Labor Costs	[\$Budgeted Labor]	[\$Actual Labor]	[\$Labor Overage]
Materials	[\$Budgeted Materials]	[\$Actual Materials]	[\$Materials Overage]
Miscellaneous	[\$Budgeted Misc]	[\$Actual Misc]	[\$Misc Overage]

Total Overage

Total Overage Amount: \$[Total Overage]

Reasons for Overage

[Provide detailed explanations for each category's overage]

Actions Taken

[List any actions taken to mitigate costs moving forward]

Conclusion

We appreciate your understanding and support as we work to address these budgetary challenges. Please feel free to reach out with any questions or concerns.

Sincerely,
[Your Name]

[Your Position]

[Your Contact Information]