

Subject: Clarification on Project Expense Escalation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the recent escalation in project expenses for [Project Name].

As of [Date], we have observed an increase in costs due to [specific reasons, e.g., unforeseen circumstances, pricing changes, etc.]. This has led to a [percentage/%] increase in our overall budget, amounting to an additional [amount] in expenses.

To address this situation, we have taken the following steps:

- [Step 1: Brief description]
- [Step 2: Brief description]
- [Step 3: Brief description]

We believe these measures will help mitigate further escalations and ensure project continuity. If you have any questions or require further details, please do not hesitate to reach out.

Thank you for your understanding and support.

Best regards,
[Your Name]
[Your Position]
[Your Contact Information]