

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an unexpected expense that has arisen during the construction phase of our project.

Due to [brief explanation of the reason for the expense], we have incurred additional costs amounting to [mention the amount]. This expense was not anticipated in our original budget.

We are actively seeking solutions to manage this unexpected situation and will be implementing efficiencies to mitigate further costs. Your understanding and support in this matter would be greatly appreciated.

Please feel free to reach out if you have any questions or would like to discuss this matter further.

Thank you for your attention to this important issue.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]