

Formal Architect Appointment Letter

Subject: Appointment as Architect for [Project Name]

Dear [Architect's Name],

We are pleased to formally appoint you as the Architect for our upcoming project, [Project Name], located at [Project Location]. Your role will include overseeing the design process, preparing detailed architectural drawings, coordinating with contractors, and ensuring compliance with applicable building codes and regulations.

Your appointment will commence on [Start Date] and is expected to continue until the completion of the project. You will be responsible for periodic progress reporting and attending project meetings as required. Compensation and payment terms will follow the agreement signed between both parties. We value your expertise and are confident that your skills will bring innovation, functionality, and aesthetic excellence to this project.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

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