

Provisional Appointment for Architect

Subject: Provisional Appointment as Architect

Dear [Architect's Name],

We are writing to provisionally appoint you as the Architect for our proposed development, [Project Name]. This appointment is subject to final approval of the project budget, permits, and related documentation.

During this provisional phase, you are requested to provide initial design concepts, feasibility assessments, and guidance on zoning regulations. Should the project proceed as planned, your role will transition into a formal appointment with a detailed contract outlining scope and compensation.

We appreciate your cooperation and look forward to your creative input.

Warm regards,

[Your Name]

[Your Title]

[Company/Organization Name]

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