

Confirmation of Architect Appointment

Subject: Confirmation of Appointment as Architect

Dear [Architect's Name],

This letter serves to confirm your appointment as the Architect for our upcoming project, [Project Name]. Your responsibilities will include the development of architectural plans, coordination with contractors, and supervision during construction.

The appointment is effective from [Start Date], and all terms and conditions will be governed by the contract signed on [Contract Date]. Kindly acknowledge your acceptance by signing and returning the enclosed copy of this letter.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

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