

LETTER OF AGREEMENT

Date: [Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

This letter serves as an agreement between [Architect's Name] and [Client's Name] for architectural design services related to [Project Name or Description]. We agree to the following terms:

Scope of Services:

- Project Consultation
- Conceptual Design
- Design Development
- Construction Documentation
- Project Management

Compensation:

The total fee for services provided will be [Amount]. An initial deposit of [Amount] will be required upon signing this agreement.

Timeline:

Services are expected to commence on [Start Date] and conclude on [End Date].

Termination:

Either party may terminate this agreement with written notice of [Number] days.

We appreciate the opportunity to work on this project. Please sign below to acknowledge your acceptance of this agreement.

Sincerely,

[Architect's Name]

[Architect's Company]

Client Agreement:

[Client's Name]

Date: _____