

Inquiry for Architectural Design Services

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Architectural Firm Name]

[Architect's Name]

[Architectural Firm Address]

[City, State, Zip Code]

Dear [Architect's Name],

I am writing to inquire about your architectural design services for a commercial development project we are currently planning. We are interested in creating a [brief description of the project, e.g., office building, retail center, etc.] located at [project location].

We are looking for a design that [briefly describe design expectations, e.g., is modern, sustainable, functional, etc.]. The scope of services we require includes:

- Initial concept and design development
- Site analysis and planning
- Construction documentation
- Project management and coordination

Could you please provide information regarding your availability, service offerings, and fee structure? We would also appreciate any examples of previous commercial projects you have completed.

We hope to partner with a firm that shares our vision and commitment to quality. Please feel free to contact me directly at [your phone number] or [your email] to discuss this opportunity further.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]