

Architectural Design Service Request

Date: [Insert Date]

To: [Architect's Name]
[Architect's Firm Name]
[Firm Address]
[City, State, Zip Code]

Dear [Architect's Name],

I am writing to formally request the architectural design services for my residential project located at [Project Address]. I am looking to construct a [brief description of the project, e.g., single-family home, renovation, etc.], and I believe your expertise aligns well with my vision.

The project scope includes:

- [Description of specific requirements, e.g., number of bedrooms, bathrooms, style, etc.]
- [Any special features or elements desired]
- [Timeline expectations]

I would appreciate the opportunity to discuss this project further and understand your process, rates, and availability. Please let me know a convenient time for us to meet or chat.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]