

Service Request for Architectural Design

Date: [Insert Date]

To: [Architect's Name]

[Architect's Company]

[Company Address]

[City, State, Zip Code]

Dear [Architect's Name],

I am writing to request architectural design services for a new project focused on sustainable architecture. Our aim is to create an environmentally friendly and energy-efficient building that aligns with modern sustainability goals.

The project includes:

- Residential/Commercial building
- Incorporation of renewable energy sources
- Use of sustainable materials
- Water-saving systems
- Enhancement of indoor air quality

We seek to collaborate with a firm that has a strong background in sustainable practices and innovative design solutions. Please provide us with your portfolio and project proposals at your earliest convenience.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]