

Architectural Design Project Engagement Letter

Date: [Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our agreement to provide architectural design services for your project, [Project Name]. This engagement letter outlines the scope of our services, project fees, and terms.

Scope of Services

- Initial consultation and site analysis
- Concept development and design
- Preparation of construction documents
- Project management and oversight during construction

Project Fees

Our fee for the services described above will be [Fee Structure]. An initial retainer of [Retainer Amount] is required upon signing this letter.

Terms and Conditions

This agreement is valid until [Date]. Either party may terminate this engagement with written notice of [Notice Period].

We appreciate the opportunity to work with you and are excited about the potential of your project. Please sign and return a copy of this letter to confirm our engagement.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]

[Client's Name] (Signature)

Date: _____