

Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about your architectural design services. I am currently in the process of [briefly describe your project, e.g., "planning a new residential building" or "renovating my office space"] and am seeking professional expertise to assist with the design and execution.

Could you please provide me with information regarding your services, availability, and fee structures? Additionally, I would appreciate any portfolio examples of your previous work that aligns with my project requirements.

Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]