

Architect Design Clarification Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding certain aspects of the architectural design for [Project Name]. Specifically, I would like further information on the following items:

1. [Clarification Point 1]
2. [Clarification Point 2]
3. [Clarification Point 3]

Understanding these points will significantly aid us in ensuring that the project aligns with the intended vision and complies with all necessary guidelines.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]