

Notification of Architectural Design Change

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a change in the architectural design for the [Project Name/Location]. This decision has been made to better align with project requirements and enhance overall functionality.

The following changes have been proposed:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We believe these modifications will lead to a more efficient and aesthetically pleasing outcome. Please review the attached documents for a more detailed understanding of the proposed changes.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone]

[Company Email]