

Follow-Up on Architectural Contract Negotiation

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent discussions regarding the architectural contract for [Project Name]. I appreciate the valuable input and insights you provided during our meeting on [Insert Meeting Date].

As we discussed, I believe that finalizing the contract will enable us to move forward effectively and ensure that all parties are aligned on project expectations and deliverables. I would like to address the points we covered, specifically:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

Please let me know if you require any further clarification or if there are any additional considerations you would like us to address. I am looking forward to your feedback on the proposal and am hopeful we can reach an agreement soon.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]