

Architectural Services Accountability Demand

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an accountability report regarding the architectural services provided for [Project Name/Description] contracted on [Contract Date]. As per our agreement, I expect a comprehensive update that details the progress, deliverables, timelines, and any challenges faced during the execution of the project.

It is crucial for me to understand the current status of the project, as well as any financial implications that may arise due to delays or changes in scope. Please provide this information by [Response Deadline], so we can ensure compliance with our contractual obligations and maintain transparency in our professional relationship.

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

Sincerely,

[Your Name]