

Engagement Letter for Architectural Design Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide architectural design services for your project, [Project Name/Description]. This letter outlines the scope of services and the terms of our engagement.

Scope of Services

Our services will include:

- Initial consultations and project assessments
- Preliminary design concepts
- Detailed architectural drawings
- Project management during construction
- Regular progress meetings

Fees and Payment Terms

Our fees will be based on [specify fee structure, e.g., hourly rate, fixed fee]. A deposit of [amount] is required to commence work.

Timeline

The anticipated timeline for project completion is [insert timeline], pending timely feedback and approvals.

Acceptance

If you agree to the terms outlined above, please sign and return a copy of this letter.

We look forward to working with you and bringing your vision to life.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Accepted by:

[Client's Name]
Date: _____