

Request for Proposal (RFP)

Date: [Insert Date]

To: [Architect's Name]

[Architect's Firm]

[Firm's Address]

[City, State, Zip Code]

Dear [Architect's Name],

We are seeking proposals for architectural design services for our upcoming project, [Project Name/Description]. We believe your expertise aligns well with our vision, and we would like to request a detailed proposal outlining your design approach, experience, and estimated costs.

The project includes:

- [Brief description of the project scope]
- [Project timeline]
- [Any specific requirements or guidelines]

Please include the following information in your proposal:

- Overview of your firm's qualifications
- Portfolio of similar projects
- Proposed timeline and deliverables
- Estimated budget and payment terms

We would like to receive all proposals by [Submission Deadline]. If you have any questions or need further clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this opportunity. We look forward to your proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]