

A.N Annoying-Client
46 Rue Maritime
Nice
France

21st February 2019

Dear Architect,

NEW PROJECT FOR [_____]
INSERT YOUR CASE STUDY HERE

I am writing to invite you into my office in order to discuss whether you are suitable as the architect for the above project.

In advance of this meeting, can you give me full proposals in regard to your fees and an outline of your conditions of engagement.

You will appreciate that, should I accept your proposals, they will form a contract for services and I therefore rely upon you to explain everything which you consider to be a necessary part of such a contract.

I look forward to seeing you on Thursday 28th February where I will ask you to give a short presentation explaining why you should be given the job together with an outline of the letter discussed above.

Yours sincerely

A.N Annoying-Client