

0/F1 LETTER TO ARCHITECT FORMERLY ENGAGED ON PROJECT

Dear [Name]

Job number

Job name

We understand that you were engaged by [the client] to work on this project but that the arrangement has been properly terminated.

Under Principle 3, 2.1 of the RIBA Code of Professional Conduct we are obliged to notify you that [the client] has now appointed us as architects for this project.

We would be pleased to have your written confirmation that there are no matters outstanding which should be drawn to our attention at this stage.