

Memorandum to Architects Short-Listed but Not Selected

To: [Name of Architect]

[Name of Architectural Practice]

From: [Name of Client/Owner]

[Name of Company]

[Title]

Re: Completion of Architect Selection Process

Project Name:	Project No.:
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10.1 Ranking of Architectural Practices Interviewed

[Client/Name of Company] has completed the selection process for professional services for the above-mentioned project.

Although your practice was not selected, [Client/Name of Organization] express our sincere appreciation for your time, effort and interest on our behalf.

It has been our objective to select the practice whose qualifications and experience best suits our needs for this project. The evaluation results of the architect selection committee ranks the practices interviewed in the following order.

Rank	Practice Name
1	
2	
3	
4	
5	

10.2 Contract Award

We have now entered into contract discussion and negotiations with [Highest Ranked Architectural Practice].