

Memorandum to Architects Not Short-Listed

To: [Name of Architect]

[Name of Architectural Practice]

From: [Name of Client/Owner]

[Name of Company]

[Title]

Re: Status of Architect Selection Process

Project Name:	Project No.:
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6.1 Acknowledgement of Your Submission

[Client/Name of Company] wishes to thank you for submitting your "Statement of Interest and Qualifications" for the above-noted project. Unfortunately your practice has not been short-listed. Although you were not selected, we appreciate your interest in our project and the resources spent on the preparation of your "Statement of Interest and Qualifications."

6.2 List of Architectural Practices Short-listed

For your information, the following practices have been selected to submit project proposals and attend an interview.

Rank	Practice Name
1	
2	
3	
4	
5	