

**[Your Full Name]**  
[Your Professional Title]  
[Your Phone Number] | [Your Email]  
[Your Portfolio URL/LinkedIn]

[Date]

**[Hiring Manager Name]**  
[Title, e.g., Senior Partner or HR Director]  
[Architecture Firm Name]  
[Firm Address]

Re: Referral for Principal Design Architect - [Your Name]

Dear [Mr./Ms./Mx. Surname],

I am writing to formally express my interest in the Principal Design Architect position at [Firm Name], as recommended to me by [Referrer Name], [Referrer's Title/Relationship]. Having followed [Firm Name]'s recent work on [Specific Project or Design Style], I am eager to contribute my leadership and design vision to your prestigious team.

With over [Number] years of experience spearheading large-scale [Commercial/Residential/Institutional] projects, I specialize in bridging the gap between conceptual innovation and technical execution. In my previous role as [Current/Previous Title] at [Current/Previous Firm], I successfully led design teams through all phases of development, ensuring that every project adhered to the highest standards of aesthetic excellence and sustainable integrity.

My approach to architecture centers on [Briefly mention design philosophy, e.g., urban integration or parametric modeling]. I am particularly drawn to [Firm Name]'s commitment to [Specific Value or Goal], and I am confident that my background in managing multimillion-dollar budgets and multi-disciplinary consultant teams would be an asset to your upcoming pipeline.

I have attached my portfolio and resume for your review. I look forward to the possibility of discussing how my design leadership can support the continued growth of [Firm Name].

Thank you for your time and consideration.

Sincerely,

[Signature]

[Your Printed Name]