Date

Address

**LETTER OF APPOINTMENT - PRINCIPAL DESIGNER**

Dear \*\*\*\*\*,

In accordance with the requirements of Regulation 5(1) of The Construction, Design and Management Regulations 2015 (CDM 2015), in my role of Client representative, on behalf of RCT Homes Ltd, I hereby appoint *‘Contractor Name’* as Principal Designer for the ‘*name of project and site location’.*

RCT Homes Ltd acknowledges its obligations in accordance with CDM 2015

Would you please confirm in writing the receipt of this Letter of Appointment and that ‘Contractors Name’ is aware and will fulfil your obligations as detailed in CDM 2015.

If you require any further assistance, please let me know.

Yours sincerely

Contracts Manager