

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to propose a joint venture between [Your Company Name] and [Recipient Company Name] aimed at [briefly describe the purpose of the joint venture]. Given our mutual interests and strengths, I believe that this partnership could lead to significant benefits for both parties.

****Objectives of the Joint Venture:****

1. [Objective 1]
2. [Objective 2]
3. [Objective 3]

****Proposed Structure:****

- Duration of the joint venture: [Specify duration]
- Areas of collaboration: [Specify areas]
- Responsibilities of each party: [Briefly outline]

****Potential Benefits:****

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

I would appreciate the opportunity to discuss this proposal in more detail and explore how we could move forward together. Please let me know a convenient time for you to meet or talk.

Thank you for considering this partnership. I look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]