

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

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

Dear [Recipient Name],

Subject: Joint Venture Proposal

I hope this letter finds you well. We are writing to propose a potential joint venture between [Your Company Name] and [Recipient Company Name].

[Briefly introduce your company and its core competencies.]

We believe that by combining our strengths, we can [explain the mutual benefits and goals of the joint venture].

[Outline the key proposal details such as objectives, potential market, and collaboration benefits.]

We are excited about the opportunity to collaborate and would like to schedule a meeting to discuss this proposal in further detail. Please let us know your availability for a meeting next week.

Thank you for considering this opportunity for collaboration. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]