

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

Dear [Recipient's Name],

Subject: Admission to Joint Venture

We are pleased to officially extend an invitation to your company to join us in a joint venture aimed at [briefly describe the purpose or goal of the joint venture].

Given our mutual interests and complementary strengths, we believe that collaborating on this venture will yield significant benefits for both parties. The key areas we aim to focus on include [list specific areas or projects].

We propose that the joint venture commence on [proposed start date] and would like to arrange a meeting to discuss the terms, allocation of resources, and any other necessary details.

Please confirm your interest by [specific date], and let us know your availability for a meeting. We are excited about the prospect of working together and look forward to your positive response.

Sincerely,

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