

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Admission to Joint Venture

We are pleased to inform you that after careful consideration, [Your Company Name] has accepted [Recipient Company Name] into our joint venture, [Joint Venture Name].

This joint venture aims to [briefly describe the purpose and goals of the joint venture]. We believe that your expertise in [mention relevant field or expertise] will greatly contribute to the success of this collaboration.

Please find below the key details regarding your admission:

1. Effective Date: [Start Date]
2. Joint Responsibilities: [Brief outline of responsibilities]
3. Initial Contribution: [Details of any initial contributions required]
4. Duration of the Joint Venture: [Duration or terms of existence]

We look forward to your active participation and collaboration in this venture. Please confirm your acceptance by signing and returning the enclosed agreement by [Response Deadline].

Thank you for considering this opportunity. Should you have any questions, please feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: Joint Venture Agreement]