

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Enrollment in Joint Venture

We are pleased to inform you that [Your Company Name] is keen to enter into a joint venture with [Recipient's Company Name]. This partnership aims to [briefly describe the purpose of the joint venture].

As part of the enrollment process, we request the following documents and information to facilitate the initiation:

1. Company profile and background
2. Financial statements for the past [number] years
3. Proposed contribution to the joint venture

We anticipate that this collaboration will be mutually beneficial and pave the way for future success. Please confirm your interest by [specific date], and let us know if you need further information.

We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Enclosures: Document List, if any]