

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

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

Dear [Recipient Name],

Subject: Joint Venture Admission Application

I am writing to express my interest in applying for the joint venture opportunity with [Company/Institution Name]. I believe that my background in [Your Field/Industry] and my experience in [Relevant Experience] align well with the goals of this partnership.

In my previous role at [Your Previous Company/Institution], I successfully [mention any relevant achievement or project]. I am confident that my skills in [mention relevant skills] would contribute positively to our joint initiatives.

I am particularly drawn to [specific aspect of the joint venture or company] because [reason for your interest]. I am eager to collaborate with your team to bring innovative solutions to [mention goals or projects relevant to the joint venture].

Please find attached my [relevant documents, e.g., CV, proposal, etc.] for your review. I look forward to the opportunity to discuss how my experience and vision can contribute to the success of our venture. Thank you for considering my application. I hope to hear from you soon.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Company/Organization, if applicable]