

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

Dear [Recipient's Name],

Subject: Letter of Intent for Joint Venture Admission

I am writing to express the intention of [Your Company] to enter into a joint venture partnership with [Recipient's Company]. We believe that our combined strengths will create significant value and opportunities for both parties in the [specific industry] sector.

Our preliminary discussions have indicated a mutual interest in collaborating on [projects or areas of focus] that align with our strategic goals. We envision this joint venture as a means to leverage our resources and expertise to [mention key benefits or objectives].

We propose to outline the terms of this joint venture, including but not limited to:

1. Objectives and Scope of the Joint Venture
2. Roles and Responsibilities of Both Parties
3. Financial Contributions and Profit Sharing
4. Duration and Terms of Agreement
5. Governance and Management Structure

We are keen to begin formal discussions to finalize the details outlined above and explore this exciting opportunity further. Please let us know your availability for a meeting and any additional information you may require.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]