

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Joint Venture Admission

We are pleased to inform you that [Recipient Company Name] has been officially admitted as a partner in the joint venture, [Joint Venture Name], effective [Effective Date].

This joint venture aims to [briefly describe the purpose or goals of the joint venture]. As a valued partner, [Recipient Company Name] will contribute [describe contributions such as resources, expertise, etc.].

Enclosed are the terms of the joint venture agreement for your reference.

We believe that this partnership will lead to mutual growth and success.

We look forward to a fruitful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]