

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Joint Venture Enrollment

We are pleased to invite you to participate in a joint venture that aims to [briefly state the purpose of the joint venture]. This partnership will enable both of our organizations to [mention the benefits of the collaboration].

To initiate the enrollment process, please review the terms outlined below:

1. ****Objectives of the Joint Venture****

- [Objective 1]

- [Objective 2]

2. ****Roles and Responsibilities****

- [Your Company's roles and responsibilities]

- [Recipient Company's roles and responsibilities]

3. ****Financial Contributions****

- [Detail financial contributions or arrangements]

4. ****Duration of the Joint Venture****

- [Specify the time frame of the agreement]

5. ****Next Steps****

- Please confirm your interest by [response date].

- A follow-up meeting will be scheduled to discuss further details and finalize agreements.

We believe this joint venture will be mutually beneficial and look forward to your positive response. Please feel free to reach out with any questions or clarifications.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]