

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

Dear [Recipient's Name],

I am writing to express my interest in forming a joint venture with [Company/Organization Name] as outlined in your recent [advertisement/announcement]. With my background in [your field/expertise] and a strong commitment to [common goal or mission], I believe we can create a mutually beneficial partnership.

My experience at [Your Company/Organization] has equipped me with [specific skills or knowledge relevant to the joint venture]. I am particularly enthusiastic about [describe specific aspects of the potential JV and how your skills can be applied], and I am confident that our collaboration will yield [specific benefits or outcomes].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve our goals. Please feel free to contact me at [your phone number] or [your email] to arrange a convenient time for a meeting.

Thank you for considering my proposal. I look forward to the possibility of collaborating with [Company/Organization Name].

Sincerely,

[Your Name]  
[Your Title/Position]