

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a joint venture partnership between [Your Company Name] and [Recipient's Company Name].

[Briefly introduce your company and its mission.]

We believe that a collaboration between our organizations would be mutually beneficial, leveraging our respective strengths in [specific areas of expertise]. Our combined resources could lead to [specific outcomes or goals you envision for the partnership].

We would be pleased to discuss this proposal in further detail and explore how we can work together to achieve our shared objectives. I am available for a meeting at your convenience and look forward to your response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]