

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

Dear [Recipient Name],

Subject: Joint Venture Application

I am writing to propose a joint venture between [Your Company Name] and [Recipient Company Name]. We believe that by combining our resources and expertise, we can achieve mutual benefits and drive growth in our respective markets.

[Your Company Name] specializes in [brief description of your company's services/products], while [Recipient Company Name] has a strong presence in [brief description of recipient's services/products]. We envision a partnership that leverages our strengths to [specific goals or outcomes]. We would like to request a meeting to discuss this proposal in detail and explore the potential synergies between our organizations. Please let us know your availability for a meeting at your earliest convenience.

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

Sincerely,

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