

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

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Joint Venture Proposal

I hope this letter finds you well. I am writing to propose a potential joint venture between [Your Company] and [Recipient Company] that aims to [briefly describe the purpose of the joint venture, e.g., leverage resources, expand market reach, collaborate on a project].

****Overview of the Proposal****

[Provide a brief overview of the joint venture, including objectives, scope, and expected benefits for both parties.]

****Key Contributions****

- [Your Company: Detail what your company will bring to the joint venture, e.g., resources, expertise, technology.]
- [Recipient Company: Outline what you expect from the recipient's company.]

****Timeline****

[Propose a preliminary timeline for initial discussions, agreement finalization, and project milestones.]

****Next Steps****

I would like to schedule a meeting to discuss this proposal in more detail. Please let me know your availability for a meeting in the coming weeks.

Thank you for considering this opportunity. I look forward to the possibility of collaborating with [Recipient Company].

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company]