

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a joint venture between [Your Company] and [Recipient's Company] that I believe can lead to mutual growth and success for both our organizations.

[Briefly introduce your company, its mission, and relevant experience in the industry. Explain why you are interested in a joint venture and how it aligns with both companies' goals.]

We have identified [specific market opportunity or project] that we believe can be significantly enhanced through a collaboration. [Discuss the potential benefits of the joint venture, including financial gains, market expansion, or shared resources.]

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve our mutual objectives. Please let me know a convenient time for us to meet or schedule a call.

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

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