

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Joint Venture Proposal

I hope this letter finds you well. We are writing to propose a joint venture between [Your Company Name] and [Recipient's Company Name] to [briefly describe the purpose of the joint venture].

As industry leaders in [your industry/field], we believe that a collaboration would leverage our respective strengths and contribute to mutual growth.

[Outline the benefits of the joint venture, including potential synergies, market advantages, and resources that each party brings to the table.]

We envision that this partnership will not only enhance our competitive positions but also provide innovative solutions that meet customer demands.

We would appreciate the opportunity to discuss this proposal further. Please let us know a convenient time for a meeting.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]