

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

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

Dear [Recipient Name],

Subject: Submission of Joint Venture Application

I hope this message finds you well.

We are writing to formally submit our application for a joint venture between [Your Company Name] and [Recipient Company Name], aimed at [briefly describe purpose or project of the joint venture]. We believe that our combined expertise and resources will enable us to achieve significant results and added value for both parties.

Enclosed with this letter, please find the detailed proposal outlining the objectives, structure, and benefits of the joint venture, as well as the anticipated roles and responsibilities for each partner.

We are excited about the potential collaboration and look forward to the opportunity to discuss this venture further. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to schedule a meeting at your earliest convenience.

Thank you for considering our application. We are eager to work together and create a successful partnership.

Sincerely,

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