

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[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 formally propose a joint venture between [Your Company Name] and [Recipient Company Name]. We believe that a collaboration can enhance our capabilities and expand our market reach while delivering exceptional value to our clients.

[Briefly describe your company and its strengths, including specific areas where a partnership could be beneficial.]

We have identified [specific goals or projects] where our combined expertise could lead to [describe potential outcomes or benefits]. Our team is excited about the opportunities this partnership presents, including [list potential advantages, such as resource sharing, cost reduction, innovation, etc.].

To that end, we would like to schedule a meeting to discuss this proposal in more detail and explore how we can work together effectively. Please let us know your available dates for a discussion.

Thank you for considering this opportunity. We look forward to the possibility of collaborating with [Recipient Company Name] and are eager to hear your thoughts.

Sincerely,

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