

[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 Admission

I hope this letter finds you well.

I am writing to formally express our interest in entering a joint venture with [Recipient Company Name]. Given the mutual benefits that can be derived from collaborating on projects that align with our common goals, we believe that this partnership could significantly enhance our respective market positions.

[Briefly explain the purpose of the joint venture, its objectives, and potential benefits for both parties.]

We are eager to discuss this proposal in more detail and explore how we can proceed in establishing a successful alliance. Please let us know if you are available for a meeting at your earliest convenience.

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

Sincerely,

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