

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Joint Venture Admission

We are pleased to inform you that [Recipient's Company] has been accepted as a participant in the joint venture entitled [Name of Joint Venture].

Our team is enthusiastic about the opportunities that lie ahead and believes that your involvement will be pivotal in achieving our mutual goals.

As a participant, you will have access to [briefly outline benefits or expectations, e.g., resources, expertise, market share]. We look forward to collaborating closely to foster innovation and drive success.

Please find attached the joint venture agreement for your review. We kindly ask you to sign and return it by [specific date].

Welcome to the team!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Attachment: Joint Venture Agreement]