

[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 Application

I hope this letter finds you well. I am writing to propose a joint venture between [Your Company Name] and [Recipient Company Name] to [briefly describe the purpose or benefit of the joint venture]. [Provide a detailed explanation of the joint venture, including its objectives, potential benefits, and how it aligns with both companies' goals.]

I believe that by collaborating, we can leverage our respective strengths and resources to achieve mutual success. I would appreciate the opportunity to discuss this proposal further and explore how we can work together effectively.

Please let me know a suitable time for you to meet, or feel free to contact me directly at [your phone number] or [your email address].

Thank you for considering this proposal. I look forward to your positive response.

Sincerely,

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