

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

Dear [Recipient Name],

Subject: Joint Venture Proposal Admission

I hope this message finds you well. We are excited to announce our proposal for a joint venture between [Your Company] and [Recipient Company] aimed at [briefly state the purpose of the joint venture]. As we align our strengths in [mention specific sectors or areas of expertise], we envision mutual benefits including [list potential benefits, e.g., increased market reach, resource sharing, innovation]. We propose a meeting to discuss this collaboration further at your convenience. Please let us know your availability in the coming weeks. Thank you for considering this opportunity for partnership. We look forward to your positive response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]