

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Joint Venture Admission

I am writing to express our intent to enter into a joint venture with [Recipient Company Name] to pursue [brief description of the purpose of the joint venture]. We believe that our combined strengths in [specific areas of expertise or market sectors] will create significant value and opportunities for both parties.

Outlined below are the key components we envision for our joint venture:

1. **\*\*Objectives:\*\***
  - [Objective 1]
  - [Objective 2]
  - [Objective 3]
2. **\*\*Scope of Collaboration:\*\***
  - [Scope details]
  - [Technology sharing, market access, etc.]
3. **\*\*Equity Participation and Financial Structure:\*\***
  - [Details on equity division, capital contributions, and financial responsibilities]
4. **\*\*Management Structure:\*\***
  - [Details on governance, decision-making, and management roles]
5. **\*\*Timeline:\*\***
  - [Proposed timeline for agreement and implementation phases]

We anticipate that this joint venture will provide [benefits such as market expansion, innovation, etc.], and we are excited about the potential synergies between our organizations. We propose to initiate discussions to explore this opportunity further at your earliest convenience.

Thank you for considering our proposal. We look forward to your response and the possibility of collaborating for mutual benefit.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]