

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

I hope this letter finds you well. I am writing to formally express our interest in pursuing a joint venture with [Recipient Company Name].

At [Your Company Name], we have consistently sought to expand our capabilities and innovate within our industry. After reviewing [Recipient Company Name]'s recent achievements and aligning visions, we believe that a collaborative effort could yield significant benefits for both parties. We propose to explore potential synergies in [specific area of interest or project]. We are confident that our combined expertise and resources will enable us to [mention objective or goal of the joint venture].

I would appreciate the opportunity to discuss this proposal further and explore how we can work together. Please let me know your availability for a meeting at your convenience.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Attachments: if any]