

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally acknowledge the receipt of the Joint Venture Agreement (JVC) dated [insert date] between [Your Company/Organization] and [Recipient's Company/Organization].

We appreciate the opportunity to collaborate on this project and are committed to fulfilling our roles as outlined in the agreement. We look forward to working together to achieve our mutual goals.

Thank you for your trust and cooperation.

Sincerely,

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