

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

Dear [Recipient Name],

Subject: Confirmation of Participation in JVC

I am writing to formally confirm your participation in the Joint Venture Collaboration (JVC) titled "[Project Name]." We are excited to work together and believe that this partnership will yield significant benefits for all parties involved.

The details of our collaboration are as follows:

- **\*\*Project Duration:\*\*** [Start Date] to [End Date]
- **\*\*Objectives:\*\*** [Briefly outline the objectives of the JVC]
- **\*\*Responsibilities:\*\*** [Detail each party's responsibilities]

We appreciate your commitment and look forward to a productive collaboration. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

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