

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

Dear [Recipient's Name],

Subject: Letter of Intent for Joint Venture Collaboration

I am writing to express my intent to establish a joint venture between [Your Company Name] and [Partner Company Name]. We believe that a collaboration between our organizations will bring significant benefits and mutual growth opportunities.

Our company specializes in [briefly describe your company's expertise and capabilities]. We have identified [specific opportunities or areas of synergy] where we can collaborate effectively with [Partner Company Name].

We propose to discuss potential terms, objectives, and the scope of our joint venture project. We envision a partnership that leverages our combined strengths to [describe expected outcomes or goals].

We are eager to move forward and would like to schedule a meeting at your earliest convenience to discuss this proposal in more detail.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]