

[Your Company Letterhead]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Joint Venture Agreement

I hope this letter finds you in great health and high spirits.

We are writing to propose a joint venture agreement between [Your Company Name] and [Recipient's Company Name]. We believe that a collaboration between our two companies would leverage our respective strengths and enhance our ability to achieve mutual objectives in [specific industry or project].

Our shared vision includes:

1. [Objective 1]

2. [Objective 2]

3. [Objective 3]

We suggest a meeting to discuss this opportunity in more detail and explore how we can work together effectively. Please let us know your availability for a meeting within the next [timeframe, e.g., two weeks].

Thank you for considering this proposal. We look forward to the possibility of working together.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]