

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

Dear [Recipient's Name],

I am writing to express my interest in forming a joint venture between [Your Company Name] and [Recipient's Company Name]. Our strengths in [mention your strengths/industry] complement each other, and I believe a collaboration can lead to mutually beneficial outcomes.

We propose to leverage our combined resources and expertise to [briefly outline the purpose of the JV, goals, and expected outcomes]. I am confident that together we can [highlight potential benefits].

I would appreciate the opportunity to discuss this proposal further and explore how we can move forward together. Please let me know a convenient time for us to meet or talk.

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

Sincerely,

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