

[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: Inquiry Regarding Potential Joint Venture

I hope this message finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company Name]. We specialize in [briefly describe your company's focus and expertise]. I am reaching out to explore the possibility of a joint venture between our companies.

Given the current market dynamics and the synergies between our operations, I believe that a partnership could be mutually beneficial. Specifically, I would like to propose a collaboration focused on [describe the areas of collaboration and specific projects of interest]. To give you a better understanding of our capabilities, we have successfully [detail previous projects, partnerships, or achievements that highlight your company's strengths]. This experience positions us well to align with your goals in [mention any relevant goals of the recipient's company].

I would appreciate the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for a meeting, or if you would prefer a phone call, I am available at [insert your availability].

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

Best regards,

[Your Name]
[Your Title]
[Your Company Name]