

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

Dear [Recipient's Name],

Subject: Proposal for Joint Venture

I hope this letter finds you well. My name is [Your Name], and I am the [Your Title] at [Your Company]. We specialize in [briefly describe your company's area of expertise or business focus].

I am reaching out to propose a potential joint venture between [Your Company] and [Recipient's Company] that I believe could be mutually beneficial for both parties. Our combined strengths in [mention relevant areas of expertise or resources] could create significant opportunities in [describe the target market or project].

Specifically, I suggest we explore collaboration on [outline specific project or initiative], leveraging our capacities to achieve [mention potential benefits or goals].

I would appreciate the opportunity to discuss this proposal further and explore how our companies can work together effectively. Please let me know a suitable time for us to connect.

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

Sincerely,

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