

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally propose a joint venture between [Your Company Name] and [Recipient Company Name]. We believe that combining our respective strengths will create a unique opportunity to [briefly describe the objective of the joint venture].

[Your Company Name] has a proven track record in [describe your company's expertise and relevant experience]. Meanwhile, [Recipient Company Name] is known for [describe recipient's expertise and strengths]. By pooling our resources and capabilities, we aim to [state the goals and benefits of the joint venture].

We are keen to explore this opportunity further and would like to arrange a meeting to discuss the specifics. Please let us know your available dates in the upcoming weeks.

Thank you for considering this proposal. We are excited about the potential of our collaboration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]