

[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],

I hope this message finds you well.

I am writing to propose a joint venture partnership between [Your Company] and [Recipient's Company]. We believe that our combined resources and expertise can create significant value in [briefly describe the industry or market opportunity].

[Your Company] specializes in [briefly describe what your company does], while [Recipient's Company] is known for [briefly describe what their company does]. By collaborating, we can leverage our strengths to [mention specific goals or benefits of the JV].

I would love to discuss this opportunity further and explore how we can work together to achieve mutual success. Please let me know a convenient time for us to meet or talk.

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

Warm regards,

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