

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to initiate discussions regarding a potential joint venture between [Your Company] and [Recipient Company]. We believe this partnership could leverage our combined strengths to achieve [specific goals or outcomes].

To facilitate this process, we propose a meeting to discuss the following key areas:

1. Objectives of the joint venture
2. Roles and responsibilities of each party
3. Financial considerations
4. Timeline for implementation

Please let me know your availability for a meeting in the coming weeks so we can explore this opportunity further.

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

Best regards,

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