

[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 letter finds you well. I am writing to propose a Joint Venture partnership between [Your Company] and [Recipient Company] that we believe could yield substantial benefits for both parties.

[Your Company] specializes in [briefly describe your business and expertise], while [Recipient Company] has a strong presence in [describe recipient's business strengths and market reach]. Together, we can leverage our combined strengths to [describe possible synergy and objectives of the joint venture].

We envision this joint venture focusing on [specific area of collaboration] which could lead to [mention potential outcomes like increased market share, improved innovation, etc.]. By partnering, we can [explain how the collaboration will work and the expected benefits].

I would appreciate the opportunity to discuss this proposal further and explore the potential for collaboration. Please let me know a convenient time for you to meet or if you would prefer a phone call.

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

Warm regards,

[Your Name]  
[Your Title]  
[Your Company]  
[Your Phone Number]  
[Your Email Address]