

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

Dear [Recipient's Name],

Subject: Proposal for a Joint Venture

I hope this letter finds you well. My name is [Your Name], and I am the [Your Position] at [Your Company Name]. We are currently exploring opportunities to expand our business and believe that a collaboration with [Recipient's Company Name] could be mutually beneficial.

We would like to propose a joint venture focused on [briefly describe the purpose or project of the joint venture, e.g., product development, market expansion, etc.]. Our company has expertise in [mention relevant expertise or strengths], and we believe that by combining our resources, we can achieve [mention potential outcomes, e.g., increased market share, innovation, etc.].

We are particularly impressed with [mention any specific attributes of the recipient's company], and we feel that a partnership could leverage both our strengths.

I would appreciate the opportunity to discuss this proposal further and explore how we can work together to achieve our common goals. Please let us know your availability for a meeting, either in person or virtually, at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]