

[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],

Subject: Joint Venture Application

I am writing to formally express my interest in establishing a joint venture between [Your Company Name] and [Recipient Company Name]. Our organizations share a mutual goal of [briefly state common goals or objectives], and I believe that collaborating on this initiative will be mutually beneficial.

[Briefly describe your company, its expertise, and relevant experience.]

I propose that we collaborate on [specific project or area of interest], which I believe aligns well with both our companies' strengths. [Explain the potential benefits of the joint venture and what each party can contribute.]

I would like to request a meeting to discuss this proposal further and explore how we can work together effectively. I am confident that a joint venture will enhance our capabilities and drive significant value for both parties.

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

Sincerely,

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