

[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],

I hope this letter finds you well. My name is [Your Name] and I am the [Your Title] of [Your Company Name]. We specialize in [briefly describe your company's area of expertise or services]. I am reaching out to explore the possibility of collaborating through a joint venture that I believe could be mutually beneficial.

Given our shared interests in [specific industry or market], I envision that combining our resources and expertise could [mention potential benefits such as expanding market reach, enhancing product offerings, etc.]. I am particularly impressed by [something specific about the recipient's company] and believe that together we could achieve significant success.

I would be thrilled to discuss this opportunity further and explore how our companies can work together. Please let me know a convenient time for us to connect, or feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Warm regards,

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