

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

## **Subject: Invitation for Joint Venture Discussion**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to extend an invitation to discuss a potential joint venture between [Your Company] and [Recipient's Company]. Given our aligned interests and complementary strengths, I believe there is great potential for collaboration.

We would be pleased to host a meeting on [Proposed Date] at [Proposed Location/Format], or we can arrange a convenient time for you. During this meeting, we aim to explore opportunities that could benefit both our organizations.

Please let me know your availability, and I will do my best to accommodate. I look forward to the possibility of working together.

Thank you for considering this opportunity.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]