

Follow-Up Letter for Vendor Joint Venture Discussions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's Company Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I wanted to follow up on our recent discussions regarding a potential joint venture between [Your Company] and [Vendor's Company]. We believe that a collaboration could be mutually beneficial and help both of our organizations achieve our strategic goals.

If you are still interested, I would like to schedule a meeting to discuss the next steps. Please let me know your availability for the upcoming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]