

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our interest in exploring a potential joint venture partnership between [Your Company Name] and [Recipient Company Name]. Given our mutual interests in [specific industry/sector], I believe that a collaborative approach would greatly benefit both parties.

We have identified several areas where our expertise complements each other, particularly in [mention specific areas of synergy]. We are keen to discuss how we can leverage our combined strengths to achieve mutual goals.

I propose we schedule a meeting to delve deeper into this opportunity and outline potential terms of collaboration. Please let me know your availability for the coming weeks, and I will do my best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]