

Joint Venture Proposal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose a joint venture between [Your Institution] and [Recipient's Institution] aimed at [briefly state the purpose of the collaboration, e.g., enhancing research, educational, or community engagement initiatives].

Through this collaboration, we aim to leverage our collective resources and expertise to [describe the potential benefits and objectives of the joint venture]. We believe that together we can achieve [mention specific goals or outcomes].

We would love the opportunity to discuss this proposal further and explore how we can work together effectively. Please let us know your availability for a meeting or a call in the coming weeks.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Warm regards,

[Your Name]

[Your Position]

[Your Institution]