

[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]

Subject: Proposal for Joint Venture

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a joint venture between [Your Company Name] and [Recipient Company Name] that I believe will be mutually beneficial.

Our companies have a shared vision of [briefly describe the common goals or projects]. By collaborating, we can leverage our strengths and resources to achieve [specific outcomes].

I would appreciate the opportunity to discuss this proposal in further detail. Please let me know a convenient time for us to meet or arrange a call. I am looking forward to your positive response.

Thank you for considering this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]