

[Your Company Letterhead]
[Your Name]
[Your Position]
[Company Name]
[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],

Subject: Proposal for Joint Venture Partnership

I am writing to formally propose a joint venture partnership between **[Your Company Name]** and **[Recipient Company Name]**. Our organizations share a mutual interest in [briefly state area of interest or industry], and we believe that a collaboration would yield significant benefits for both parties.

Purpose of the Partnership:

The primary goal of this joint venture is to [succinctly state the purpose, e.g., expand market reach, develop new products, combine resources for a specific project, etc.]. By leveraging our combined strengths, we can achieve [state expected outcomes, e.g., increased market share, innovation, competitive advantage].

Roles and Responsibilities:

- **[Your Company Name]:** [Briefly outline your company's contributions and responsibilities]
- **[Recipient Company Name]:** [Briefly outline recipient company's contributions and responsibilities]

Mutual Benefits:

This partnership offers several strategic advantages, including but not limited to:

- [Benefit #1 - e.g., Access to new markets]
- [Benefit #2 - e.g., Shared technological resources]
- [Benefit #3 - e.g., Increased revenue opportunities]

Terms and Conditions:

We propose the following preliminary terms for discussion:

- Duration: [Proposed time frame]
- Investment/Resource Allocation: [Proposed financial and resource commitments]
- Confidentiality and IP: [Brief mention of confidentiality and intellectual property protection]
- Governance: [Proposed governance structure, if any]

Should you express interest in this proposal, we would be pleased to schedule a meeting to further discuss the scope and details of the partnership, and address any questions or considerations you may have.

We are confident that this joint venture can create substantial value for both organizations, and we look forward to the possibility of working together.

Thank you for considering this partnership proposal. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to discuss this opportunity at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]