

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]

**Subject: Exploration of Strategic Joint Venture Opportunity**

Dear [Recipient Name],

I am writing to you because I have been following [Recipient Company Name]'s recent achievements in [Industry/Field], particularly your work regarding [Specific Project or Achievement].

Our company, [Your Company Name], specializes in [Your Core Business/Strength]. After reviewing your current market position, I believe there is a significant opportunity for our two organizations to collaborate through a joint venture. By combining our [Your Specific Asset/Technology] with your [Recipient's Specific Asset/Market Reach], we could potentially [Mention a Specific Benefit, e.g., capture a new market segment or accelerate product development].

I would welcome the opportunity to discuss how a formal partnership might benefit both parties. I am interested in exploring shared goals, resource allocation, and a potential framework for cooperation.

Are you available for a brief introductory call or meeting on [Date] at [Time]? If this does not suit your schedule, please let me know a time that works best for you.

I look forward to hearing your thoughts on this potential collaboration.

Sincerely,

[Your Signature]

[Your Printed Name]