

JOINT VENTURE LETTER TEMPLATE

ABC Company, Inc.
123 Sample Ave., Suite 123
Anytown, Wisconsin 12345-6789

DATE

Ms. Linda Krysiak
Business Development Specialist
U.S. Small Business Administration
310 West Wisconsin Avenue, Suite 400
Milwaukee, Wisconsin 53203

Dear Ms. Krysiak:

The attached joint venture agreement between (YOUR COMPANY NAME), a current 8(a) participant, and (JOINT VENTURE COMPANY) are provided for your consideration and approval.

(FEDERAL AGENCY CONTACT), of the (FEDERAL AGENCY), is awaiting a decision from SBA. To verify pending award, please contact:

FEDERAL AGENCY'S CONTRACTING OFFICER
FEDERAL AGENCY NAME
123 SOMEWHERE, MILWAUKEE, WI 12345
Phone: 414-000-0000

The attached Joint Venture Agreement, dated (DATE ON JOINT VENTURE AGREEMENT), between (YOUR COMPANY NAME), and (JOINT VENTURE COMPANY), is attached for your review and comments.

(YOUR COMPANY NAME) is a current 8(a) participant in good standing and (JOINT VENTURE COMPANY NAME) is a small business.

The purpose of the joint venture shall be for the specific purpose of bidding upon (REQUEST FOR PROPOSAL CONTRACT NUMBER – RFP XXXX-XX-XXXXXX) and, if successful, to enter into and consummate that a certain construction services contract for the (FEDERAL AGENCY NAME) for the base period of the contract, and options from contract award date. The contract number assigned to this requirement is (RFP # XXXXX-XX-XXXXXX).

The joint venture is a vehicle to assist (YOUR COMPANY NAME) in its business development. (YOUR COMPANY NAME) lacks the knowledge, expertise, management personnel, and access to financial resources essential for the performance of the contract which (JOINT VENTURE COMPANY) can provide. (JOINT VENTURE COMPANY NAME) possesses experience in successfully negotiating and performing similar types of contracts.

(YOUR COMPANY NAME) will benefit through the experience and technical knowledge gained in administering this type of contract.

The experience gained in the successful performance of this contract will enhance the (YOUR COMPANY NAME) record of accomplishment for Federal procurements. In addition, it will open doors to expand their services, increase their visibility and credibility, enable them to more readily access markets and open doors to obtaining larger dollar contracts.

The applicable NAICS code for this requirement is (NAICS CODE CONCERNING CONTRACT JOB) and the applicable size standard is \$XX,XXX,XXX.

(YOUR COMPANY NAME)

Annual Receipts:

12/31/2002 \$ X,XXX,XXX

12/31/2001 \$ X,XXX,XXX

12/31/2000 \$ X,XXX,XXX

Average annual receipts for the last three years are: \$ X,XXX,XXX

(JOINT VENTURE COMPANY)

Annual Receipts:

12/31/2002 \$ X,XXX,XXX

12/31/2001 \$ X,XXX,XXX

12/31/2000 \$ X,XXX,XXX

Average annual receipts for the last three years are: \$ X,XXX,XXX

Sincerely,

(COMPANY CONTACT), (TITLE)

Attached are the following documents:

- (1) Joint Venture Agreement between (YOUR COMPANY NAME) and (JOINT VENTURE COMPANY NAME).
- (2) Corporate Capabilities Statements for (YOUR COMPANY NAME) and (JOINT VENTURE COMPANY NAME).
- (3) Past three years tax returns for (YOUR COMPANY NAME) and (JOINT VENTURE COMPANY NAME).
- (4) Past three year's financial statements for (YOUR COMPANY NAME) and (JOINT VENTURE COMPANY NAME).
- (5) Copy of (FEDERAL AGENCY'S SOLICITATION NUMBER XXXXX-XX-XXXXX)
- (6) Resumes for key representatives of (YOUR COMPANY NAME) and (JOINT VENTURE COMPANY NAME).