

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Intent to [Brief Description of Intent]

I am writing to formally express my intent regarding [specific matter/issue] in relation to [details about wxyz Detroit].

[Provide background information and context].

I believe that [explain the importance of the intent and any relevant details that support your position].

I look forward to discussing this matter further and would appreciate your consideration of my request. Please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]