

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I wanted to take a moment to discuss the basic steps of performing wudu (ablution), which is an important practice in preparing for prayer. Here is a simple outline:

1. **\*\*Intention\*\***: Make the intention in your heart to perform wudu.
2. **\*\*Bismillah\*\***: Start by saying "Bismillah" (In the name of Allah).
3. **\*\*Washing Hands\*\***: Wash both hands up to the wrists three times.
4. **\*\*Mouth\*\***: Rinse your mouth three times.
5. **\*\*Nose\*\***: Inhale water into the nostrils and expel it three times.
6. **\*\*Face\*\***: Wash your face three times.
7. **\*\*Arms\*\***: Wash both arms up to the elbows three times.
8. **\*\*Head\*\***: Wipe over your head once.
9. **\*\*Ears\*\***: Wipe both ears (inside and outside) once.
10. **\*\*Feet\*\***: Wash both feet up to the ankles three times.

Once completed, you are now in a state of purity and ready for prayer.

Thank you for your attention to this important practice.

Best regards,

[Your Name]