

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

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

Dear [Recipient's Name],

Subject: Detailed Instructions for Wudu

I hope this letter finds you in good health. I am writing to provide you with detailed instructions on how to perform wudu (ablution), which is an essential practice in Islam before prayer. Please follow the steps below carefully:

1. **\*\*Intention (Niyyah)\*\***: Begin by making the intention in your heart that you are performing wudu to purify yourself for prayer.
2. **\*\*Say 'Bismillah'\*\***: Before starting, recite 'Bismillah' (In the name of Allah).
3. **\*\*Wash Hands\*\***: Wash your hands thoroughly up to the wrists three times, ensuring that water reaches between the fingers.
4. **\*\*Rinse Mouth\*\***: Take a handful of water and rinse your mouth three times. Swirl the water around and spit it out.
5. **\*\*Nose Wash\*\***: Sniff water into your nostrils three times and blow it out, using your left hand to assist.
6. **\*\*Face Washing\*\***: Wash your face three times from the hairline to the chin and from ear to ear, making sure to cover the entire face.
7. **\*\*Wash Forearms\*\***: Wash your forearms up to and including the elbows three times, beginning with the right arm followed by the left.
8. **\*\*Wipe Head\*\***: Wet your hands and wipe over your head once, moving from the front to the back.
9. **\*\*Ears Cleaning\*\***: Wipe the inside and outside of your ears with your wet fingers.
10. **\*\*Wash Feet\*\***: Wash your feet up to the ankles three times, starting with the right foot, ensuring that water reaches between the toes.
11. **\*\*Shahada\*\***: After completing wudu, it is sunnah to recite the Shahada (the testimony of faith).

Please remember to be mindful of the water usage and ensure that all actions are performed with attentiveness. If you have any questions or need further clarification, feel free to reach out to me.

Best regards,

[Your Name]