

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request permission for [specific purpose for wudu, e.g., observing prayer times during work hours].

Due to my commitment to [faith/religion], it is important for me to perform my religious obligations, and I would greatly appreciate your understanding and support in this matter. I assure you that I will manage my time effectively to ensure that my responsibilities are not affected. Thank you for considering my request. I am available for a discussion at your earliest convenience.

Sincerely,
[Your Name]