

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a formal wudu letter for [reason for the request, e.g., missing a class, participating in an event, etc.].

[Brief explanation of the situation and why you need the wudu/absence letter.]

Thank you for your consideration. I appreciate your support in this matter.

Sincerely,

[Your Name]
[Your Grade/Class]