

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

Dear [Recipient's Name],

Subject: Application for Wudu Facility

I am writing to formally request the provision of a Wudu facility at [specific location or event]. As a practicing Muslim, performing Wudu is essential for my daily prayers and spiritual practices.

I believe that having a designated Wudu area would greatly benefit not just myself, but also other community members. [You may add a sentence or two about why this is important, such as the number of people it will serve or any events where it would be particularly beneficial.]

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]