

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request permission to perform wudu (ablution) during [specific event or location, e.g., class, meeting, etc.].

As you may know, wudu is an important practice in my faith, and being able to perform it will allow me to maintain my religious obligations. I am respectfully asking for your understanding and support in facilitating this practice.

I appreciate your consideration of my request, and I am more than willing to discuss how I can ensure that my actions do not disrupt [the event, class, etc.]. Thank you for your time and support.

Sincerely,

[Your Name]

[Your Contact Information]