

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you of the zmanim (times for prayers) for our upcoming religious services. Please find the schedule below for your reference:

- \*\*Shacharit (Morning Prayer)\*\*: [Time]

- \*\*Mincha (Afternoon Prayer)\*\*: [Time]

- \*\*Maariv (Evening Prayer)\*\*: [Time]

All services will be held at [Location/Address]. We encourage everyone to arrive a few minutes early to ensure we can start on time.

Should you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Looking forward to seeing you.

Warm regards,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]