

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to share the zmanim (times) for the upcoming Torah readings. Below are the specific zmanim for our community:

****Date:**** [Date]

****Parashat:**** [Torah Portion Name]

- ****Shacharit:**** [Time]

- ****Mincha:**** [Time]

- ****Maariv:**** [Time]

- ****Torah Reading:**** [Time]

- ****Shema:**** [Time]

- ****Chatzot (Midday):**** [Time]

Please ensure to arrive on time, and feel free to reach out if you have any questions regarding the schedule.

Looking forward to a meaningful occasion together.

Best regards,

[Your Name]

[Your Position/Title]

[Your Organization/Community Name]