

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

Dear [Recipient's Name],

Subject: Request for Zmanim Information

I hope this letter finds you well. I am writing to inquire about the Zmanim (specific times for prayer) as they pertain to our community. Understanding the Zmanim is critical for our educational program, and I would appreciate your guidance on obtaining accurate and relevant information.

Additionally, if there are specific resources or websites you would recommend for accurate Zmanim calculations, I would greatly appreciate your advice.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization/School Name]