

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

Dear [Recipient's Name],

Subject: Zmanim Schedule for Shabbat

I hope this message finds you well. Please find below the zmanim for the upcoming Shabbat in [City/Location] on [Date].

****Friday, [Date]:****

- Candle Lighting: [Time]
- Mincha: [Time]

****Shabbat, [Date]:****

- Shacharit: [Time]
- Torah Reading: [Time]
- Mincha: [Time]
- Ma'ariv: [Time]
- Havdalah: [Time]

Feel free to reach out if you have any questions.

Wishing you a wonderful Shabbat!

Warm regards,

[Your Name]