

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

Dear [Community/Recipient's Name],  
Shalom,

We are pleased to share the zmanim (times for prayer and other religious observances) for this week. Please find the following information for our community:

**\*\*Weekly Zmanim: [Week Start Date] to [Week End Date]\*\***

- **\*\*Shacharit (Morning Prayer):\*\*** [Time]
- **\*\*Mincha (Afternoon Prayer):\*\*** [Time]
- **\*\*Maariv (Evening Prayer):\*\*** [Time]
- **\*\*Shabbat Candle Lighting:\*\*** [Time] (Friday)
- **\*\*Shabbat Havdalah:\*\*** [Time] (Saturday)

Please make note of these times as they are essential for our weekly observances. We encourage everyone to participate in the prayers and activities planned for the week.

Thank you for your attention, and may we all have a meaningful week ahead.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Your Organization's Name]