

[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],

Subject: Zmanim Letter Guidelines for Ritual Practices

I hope this letter finds you well. Below are the guidelines regarding the zmanim (times) relevant to our ritual practices:

1. ****Morning Prayers (Shacharit)****

- Start time: [insert time]
- End time: [insert time]

2. ****Afternoon Prayers (Mincha)****

- Start time: [insert time]
- End time: [insert time]

3. ****Evening Prayers (Maariv)****

- Start time: [insert time]
- End time: [insert time]

4. ****Shabbat Candle Lighting****

- Time: [insert time]

5. ****Havdalah****

- Time: [insert time]

6. ****Holiday Observances****

- Begin: [insert date and time]
- End: [insert date and time]

Please ensure to follow these times accurately to maintain the sanctity of our practices. Thank you for your attention to these details.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]