

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

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

Dear [Recipient's Name],

Subject: Zmanim Letter Layout for Calendar Publishing

We are pleased to present you with the zmanim details for our upcoming calendar publication. Below is the suggested layout for the zmanim section:

Zmanim for [Location]

Month: [Month Name, Year]

| Date | Sunrise | Sunset | Shkia | Midday | Rosh Chodesh | Latest Shma |
Earliest Mincha |

|-----|-----|-----|-----|-----|-----|-----|
----|-----|-----|

| [Date 1] | [Time] | [Time] | [Time] | [Time] | [Yes/No] | [Time] |
[Time] |

| [Date 2] | [Time] | [Time] | [Time] | [Time] | [Yes/No] | [Time] |
[Time] |

| ... | ... | ... | ... | ... | ... | ... | ... |

| [Date N] | [Time] | [Time] | [Time] | [Time] | [Yes/No] | [Time] |
[Time] |

Please ensure that all zmanim calculations are accurate and reflect the local time for [Location]. Thank you for your cooperation in this matter.

Best regards,

[Your Name]
[Your Position]
[Your Organization's Name]
[Your Contact Information]