

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
Dear [Recipient's Name],
Subject: Zmanim for [Date]
Shalom,
Please find below the zmanim (prayer times) for [Location] on [Date]:
Shacharit: [Time]
Mincha (Gadol): [Time]
Mincha (Ketana): [Time]
Ma'ariv: [Time]
Alot HaShachar: [Time]
Sunrise (Netz): [Time]
Midday (Chatzot): [Time]
Plag HaMincha: [Time]
Tzeit HaKochavim: [Time]
May we all merit to pray with intention and sincerity.
Best regards,
[Your Name]
[Your Title/Position, if applicable]
[Contact Information]