

[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: Guide to Performing Wudu (Ablution)

I hope this letter finds you in good spirits. I am writing to provide you with a step-by-step guide on how to perform wudu, an essential practice for Muslims before prayer.

1. ****Intention (Niyyah)****

Begin with the intention in your heart to perform wudu for the purpose of worship.

2. ****Say Bismillah****

Start by saying "Bismillah" (In the name of Allah) before commencing wudu.

3. ****Wash Hands****

Wash both hands up to the wrists three times, ensuring water reaches between the fingers.

4. ****Rinse Mouth****

Rinse your mouth three times, swirling water around before spitting it out.

5. ****Nasal Inhalation****

Sniff water into your nostrils three times and cleanse by blowing it out.

6. ****Wash Face****

Wash your face three times, from the hairline to the chin and from ear to ear.

7. ****Wash Arms****

Wash your right arm from the fingertips to the elbow three times, followed by the left arm.

8. ****Wipe Head****

Wipe the entire head once with wet hands, moving from the front to the back and back to the front.

9. ****Wipe Ears****

Using your index fingers, wipe the inner and outer parts of both ears.

10. ****Wash Feet****

Wash the right foot up to the ankles three times, ensuring water reaches between the toes, followed by the left foot.

11. ****Conclusion****

After completing wudu, you may say the Shahada and any additional supplications you find meaningful.

I hope this guide is helpful to you or anyone seeking understanding of wudu. Please feel free to reach out if you have any questions or need further assistance.

Best regards,

[Your Name]