

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Guidelines for Wudu Practices

I am writing to outline the essential rules for performing Wudu (ablution) correctly.

1. ****Intention (Niyyah)****: Start with a sincere intention to perform Wudu.
2. ****Wash Hands****: Clean both hands thoroughly.
3. ****Rinse Mouth****: Swirl water in your mouth and spit it out.
4. ****Nose Cleansing****: Inhale water gently into your nostrils and expel it.
5. ****Face Washing****: Wash your entire face from forehead to chin, and from ear to ear.
6. ****Arm Washing****: Wash each arm up to the elbow, starting from the right side.
7. ****Wiping Head****: Wipe over your entire head once with wet hands.
8. ****Ear Wiping****: Clean the inner and outer part of both ears.
9. ****Feet Washing****: Wash each foot up to the ankles, starting with the right foot.
10. ****Order and Continuity****: Follow the above steps in the prescribed order without significant interruption.

Please ensure that these rules are adhered to for proper practice. Thank you for your attention.

Sincerely,

[Your Name]
[Your Contact Information]