

[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: Detailed Procedure for Performing Wudu (Ablution)

I hope this letter finds you in good health and high spirits. I am writing to provide you with a detailed procedure for performing Wudu, which is an essential practice in our faith before the prayer (Salah).

1. **The Intention (Niyyah)**

- Begin by making a sincere intention in your heart to perform Wudu for the purpose of purification and preparation for prayer.

2. **Saying Bismillah**

- Start the Wudu by saying "Bismillah" (In the name of Allah).

3. **Washing Hands**

- Wash both hands up to the wrists three times, making sure to wash between the fingers.

4. **Rinsing the Mouth (Madhmadah)**

- Rinse your mouth three times, ensuring water reaches all parts of the mouth.

5. **Nose Rinsing (Istinshaq)**

- Sniff water into your nostrils three times and blow it out, ensuring the nostrils are clean.

6. **Washing the Face**

- Wash your face three times from the hairline to the chin and from ear to ear, ensuring all facial areas are covered.

7. **Washing the Arms**

- Wash your forearms up to the elbows three times, starting with the right arm and then the left. Be sure to include the areas between the elbows and wrists.

8. **Wiping the Head (Masah)**

- Wet your hands and wipe over your head once, from the front to the back and back to the front again.

9. **Wiping the Ears**

- Use your wet fingers to wipe the inside and the back of your ears once.

10. **Washing the Feet**

- Wash each foot up to the ankles three times, starting with the right foot followed by the left. Ensure to clean between the toes as well.

11. **Final Supplication (Dua)**

- After completing Wudu, it is recommended to recite the Shahada and any other supplication you find suitable.

Thank you for taking the time to familiarize yourself with this important practice. May Allah accept your efforts in maintaining your spiritual cleanliness.

Warmest regards,

[Your Name]
[Your Contact Information]