

[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],

I hope this letter finds you in good health and spirits. I wanted to share with you a simple guide for practicing wudu, which can enhance our spiritual preparation for prayer.

****Wudu Steps Template:****

1. ****Intention (Niyyah):**** Make a silent intention to perform wudu for the purpose of worship.
2. ****Hands:**** Start by washing both hands up to the wrists three times.
3. ****Mouth:**** Take water in your right hand and rinse your mouth three times.
4. ****Nose:**** Use your right hand to sniff water into your nostrils and blow it out, repeating three times.
5. ****Face:**** Wash your face three times, ensuring the entire face is covered.
6. ****Arms:**** Wash your right arm up to the elbow three times, followed by the left arm.
7. ****Head:**** Wipe over your head with wet hands once.
8. ****Ears:**** Wipe the inside and outside of both ears with wet hands.
9. ****Feet:**** Wash your right foot up to the ankle three times, then do the same for the left foot.
10. ****Conclusion:**** Recite the Shahada and any additional supplications you prefer.

Thank you for allowing me to share this with you. May it assist you in your practice of wudu.

Best regards,
[Your Name]