Dear Friends,

 We are excited about [child's name's] up-coming [Bar/Bat] Mitzvah and hope you will be able to share this special day with us. The enclosed invitation provides basic information about the activities of the day, but here are some additional details.

 [Bar/Bat] Mitzvah means “[son/daughter] of the commandment”, and the ceremony marks [child's name's] passage from childhood to Jewish adulthood. With this milestone comes the responsibility for [child's name] to fulfill [his/her] religious obligations, to perform Mitzvot (commandments), and to assume greater moral responsibility for [his/her] actions.

The day will consist of two parts, the first of which is the religious ceremony in the morning, followed by [lunch/kiddush] at our synagogue, Congregation Beth Emeth in Herndon. The ceremony begins at 9:00 am, but [child's name's] participation will not begin until about 9:45. Therefore, we suggest that you arrive at the synagogue at 9:30. [Lunch/kiddush] will be served immediately after the ceremony, and we should be finished eating by about 1:00 pm.

For Jews, the Sabbath is a day of sanctity and rest from certain actions, beginning at sundown on Friday evening and ending when three stars can be seen the sky on Saturday night. We therefore ask that while at our synagogue, you refrain from telephone use, photography, writing, smoking, videotaping, and handling money. Please turn off your mobile devices.

In addition, it is customary for all men and boys to cover their heads while inside the synagogue. Special kippot (head coverings) for this purpose will be provided at the entrance. For women and girls, head coverings are optional. As for attire, dresses, skirts, or pants suits are appropriate for girls and women. Shoulders must be covered. For boys and men, suits, or dress slacks and shirts are fine. Jacket and tie are not required.

When you arrive at the synagogue, you will be greeted by ushers who will direct you to seats in the sanctuary. You will be handed several explanatory pamphlets to guide you through the service. In addition, you will find two books under your seat, a smaller red volume (***Lev Shalem***) that is the main prayer book, and a larger red volume (*Etz Hayim*), which contains Bible readings in Hebrew and English and is used in the Torah service.

You may leave and re-enter the sanctuary during the service, but please allow the ushers to guide you.

[Insert reception information here, if desired].