

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a designated lunch break during [specific time] on [specific date(s)]. Due to [brief reason for request, if applicable], I believe it would be beneficial for me to take this time to [briefly explain the purpose, if relevant].

I appreciate your consideration of this request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)
[Your Department] (if applicable)