

[Your Name]
[Your Job Title]
[Your Department]
[Your Email Address]
[Your Phone Number]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding the current lunch break policy and its impact on employees' well-being and productivity.

[Briefly describe the specific issues you are facing, e.g., duration of lunch breaks, timing, or lack of designated areas for breaks.]

I believe that addressing these concerns could greatly enhance our work environment and overall employee satisfaction. I would appreciate the opportunity to discuss this matter further and explore possible solutions.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]