

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the current duration of our lunch breaks.

As you know, [briefly state the reason for your concern, e.g., "the current 30-minute break often feels rushed and leaves little time to recharge"], which can impact our overall productivity.

I would like to propose [your suggestion, e.g., "extending the lunch break to 45 minutes or an hour"], as I believe this change could enhance our team's focus and well-being throughout the workday.

Thank you for considering my request. I am looking forward to discussing this matter further.

Best regards,

[Your Name]
[Your Job Title]