

[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 formally request a flexible lunch break schedule to help accommodate my [reason for the request, e.g., family commitments, health needs, etc.].

Currently, I take my lunch break at [current time], but I believe that shifting this time to [proposed time] would greatly enhance my productivity and overall job satisfaction. I am confident that this change will not affect my work performance, as I remain committed to fulfilling my responsibilities and meeting deadlines.

Thank you for considering my request. I am happy to discuss this in further detail and explore any potential solutions that would benefit both myself and the team.

Sincerely,

[Your Name]
[Your Position]