

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

[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to discuss the current lunch break schedule and suggest some potential adjustments that could benefit our team's workflow.

Recently, I have noticed that the overlapping lunch schedules have led to [specific issue, e.g., decreased productivity, communication challenges, etc.]. I believe that by implementing a staggered lunch schedule, we could enhance our efficiency and allow for better coverage during peak times.

I would like to suggest [briefly outline your proposed schedule, e.g., "dividing our lunch breaks into shifts: one group from 12:00 PM to 12:30 PM and another from 12:30 PM to 1:00 PM"]. I believe this could help in [explain potential benefits, e.g., maintaining customer service levels, improving team collaboration, etc.].

I appreciate your consideration of this proposal and would be happy to discuss it further at your convenience. Thank you for your time and support.

Best regards,

[Your Name]
[Your Job Title]