

[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 formally request an adjustment to my lunch break schedule. Currently, I take my lunch break from [current lunch break time], and I would like to propose a change to [proposed lunch break time].

The reason for this request is [brief explanation of the reason, e.g., personal commitments, family obligations, or productivity purposes]. I believe this adjustment will help me manage my responsibilities more effectively while maintaining my performance at work.

I assure you that I will complete all my tasks and responsibilities without any disruption to the team's workflow. I appreciate your consideration of my request and am open to discussing this matter at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]