

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the arrangement for the upcoming lunch break scheduled for [Date] at [Time]. We will be meeting at [Location/Restaurant Name]. Please let me know if you have any dietary preferences or restrictions, so we can accommodate everyone accordingly. Looking forward to our gathering.

Best regards,

[Your Name]
[Your Position]
[Your Company]