

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my lunch break schedule. Currently, I take my lunch from [Current Lunch Time] to [Current Lunch Time], and I would like to adjust it to [Proposed Lunch Time] to [Proposed Lunch Time].

This change will allow me to [brief reason for the request, e.g., better manage my workload, attend a personal commitment, etc.]. I believe this adjustment will not affect my productivity and will continue to align with our team's goals and schedules.

I appreciate your consideration of my request and am open to discussing this further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]