

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break from [start time] to [end time] on [specific date]. This time will allow me to [brief reason if necessary, e.g., attend a personal appointment or take care of a family matter].

I have ensured that my responsibilities will be managed during my absence, and I will make every effort to minimize any disruption to our team's workflow.

Thank you for considering my request. I look forward to your understanding.

Sincerely,

[Your Name]
[Your Job Title]