

[Your Name]
[Your Job Title]
[Your Department]
[Your Company Name]
[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 request an extension of my lunch break on [specific date or day]. Due to [brief reason for the request, e.g., a personal commitment, meeting, etc.], I would greatly appreciate the opportunity to extend my usual lunch break from [normal lunch break time] to [requested lunch break time].

I assure you that I will ensure all my responsibilities are managed accordingly to accommodate this request. Thank you for considering my situation, and I look forward to your favorable response.

Best regards,

[Your Name]
[Your Contact Information]