

[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 an extension of my lunch break on [specific date(s) or day(s)]. Due to [brief explanation of the reason, e.g., personal matters, appointments, etc.], I would greatly appreciate an additional [specific duration of extension, e.g., 30 minutes, 1 hour] for my lunch break.

I assure you that I will ensure all my responsibilities are managed effectively, and I will make up for the time if necessary. Thank you for considering my request, and I look forward to your understanding.

Best regards,

[Your Name]
[Your Job Title]
[Department]