

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally bring to your attention a concern regarding my unpaid lunch breaks.

According to [Company Policy/Employment Agreement], employees are entitled to [insert details about the company policy regarding lunch breaks]. However, I have noticed that my recent lunch breaks have not been compensated as outlined.

[Optional: Include specific dates or instances where this occurred.]

I request a review of my case and clarification regarding the company's policy on this matter. I appreciate your attention to this issue and look forward to resolving it promptly.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]