

[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 on [specific date] from [start time] to [end time]. This will allow me to [brief reason if necessary, e.g., attend a personal appointment, rest, etc.].

Thank you for considering my request. I appreciate your understanding.

Best regards,

[Your Name]
[Your Position]