

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

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request permission to take my lunch break from [start time] to [end time] on [specific date(s)].

The reason for this request is [brief explanation, if necessary]. I believe this adjustment will help me [mention any benefits or reasons for the change].

Please let me know if this arrangement is acceptable. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]