

[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 request a lunch break on [specific date(s)], from [start time] to [end time]. This time will allow me to [brief explanation of the reason, if necessary, e.g., attend a personal appointment, recharge, etc.].

I will ensure that all my responsibilities are covered during my absence and that my work is up to date. Please let me know if this request can be accommodated.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]