

[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 from [start time] to [end time] on [date]. This will allow me to [brief explanation of reason, if necessary].

I will ensure that all my responsibilities and tasks are managed prior to my break and will be available to address any urgent matters upon my return.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]  
[Your Job Title]