

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an urgent lunch break today due to [briefly explain reason, e.g., a personal matter that requires my immediate attention].

I understand the importance of my responsibilities and will ensure that my tasks are managed efficiently during my absence. I kindly ask for your understanding and approval for a lunch break at [specific time, e.g., 12:00 PM to 1:00 PM].

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

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]