

[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 an extension of my lunch break on [specific date(s)], due to [brief explanation of reason, e.g., a personal appointment, a meeting, etc.]. I would like to extend my lunch break from [original lunch break time] to [new proposed time] to accommodate this situation. I believe this extension will allow me to manage my commitments effectively while ensuring my responsibilities at work do not suffer.

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]