

[Your Name]

[Your Position]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a lunch break on [specific date] from [start time] to [end time] due to [brief reason, if appropriate, e.g., a personal matter, an appointment, etc.].

I have ensured that my responsibilities will be managed during my absence and will be available to address any urgent matters before or after my break.

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

Best regards,

[Your Name]

[Your Contact Information]