

[Your Name]
[Your Job Title]
[Your Department]
[Your Organization]
[Your Contact Information]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Department]
[Recipient's Organization]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a lunch break on [specific date] from [start time] to [end time].

As part of our commitment to providing exceptional care to our patients, it is essential for healthcare professionals to take adequate breaks to recharge and maintain optimal performance. During this time, I will ensure that all my responsibilities are appropriately managed and that patient care is not disrupted.

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

Sincerely,

[Your Name]
[Your Job Title]