

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

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 break will allow me to recharge and maintain my productivity throughout the day. I will ensure that all my tasks are completed before I leave for lunch, and I will be available for any urgent matters if needed.

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

Sincerely,

[Your Name]

[Your Contact Information]