

[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 a lunch break during my remote work hours.

Due to the nature of my work, I believe that having a designated break will allow me to recharge and maintain optimal productivity throughout the day. I would like to propose taking my lunch break from [start time] to [end time].

I will ensure that all my tasks are managed effectively around this schedule, and I am happy to adjust my hours as necessary to accommodate team meetings and project deadlines.

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

Best regards,

[Your Name]
[Your Job Title]