

[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 formally request a lunch break during my shift on [specific date or dates]. As a shift worker, I understand the importance of maintaining a smooth workflow while also ensuring that all staff have the opportunity to take necessary breaks.

I would like to propose taking my lunch break from [start time] to [end time], if possible. I believe this timeframe will allow me to recharge effectively and continue to contribute to our team's productivity.

Thank you for considering my request. Please let me know if you need any further information or if there are any adjustments that need to be made.

Sincerely,

[Your Name]

[Your Contact Information]