

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my lunch break timing.

Currently, my lunch break is scheduled from [Current Time] to [Current Time]. Due to [brief reason for request, e.g., personal commitments, health reasons, etc.], I would like to propose a new lunch break from [Proposed Time] to [Proposed Time].

I believe this adjustment will allow me to [mention any anticipated benefits, e.g., improve productivity, attend to personal matters, etc.]. I assure you that I will manage my workload efficiently to accommodate this change.

Thank you for considering my request. I am open to discussing this further and finding a suitable arrangement.

Sincerely,

[Your Name]
[Your Job Title]