

[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 a personalized lunch break for [specific days or duration, if applicable]. Due to [briefly explain reason, e.g., personal circumstances, health reasons, etc.], I would greatly appreciate the opportunity to have a lunch break that accommodates my needs better. I believe this adjustment will enable me to maintain productivity and enhance my overall well-being.

I propose that my lunch break be adjusted to [suggest specific time or duration] on [specific days/multiple days] to provide the necessary flexibility. I am more than willing to discuss how this change can be implemented without impacting team operations.

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

Sincerely,

[Your Name]
[Your Job Title]