

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Position]
[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 from [start time] to [end time] on [date]. This break will allow me to [brief reason, if appropriate, e.g., attend a personal appointment, recharge, etc.].

I assure you that I will ensure that my responsibilities are managed, and all urgent tasks will be completed prior to my absence. Please let me know if this request can be accommodated or if there are any concerns. Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]
[Your Position]
[Your Company]