

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a brief lunch break during our busy days, particularly on [specific days or events, e.g., "Mondays and Fridays" or "during quarterly reviews"].

I believe that a short break will allow me to recharge and enhance my productivity for the remainder of the day. I aim to manage my time efficiently and ensure that my workload is not disrupted.

Please let me know if you would be open to discussing this request further or if there are any concerns I should address.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Contact Information]