

[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 extension of my lunch break from [current lunch break duration] to [requested lunch break duration] on [specific date or days].

The reason for this request is [brief explanation of the reason, e.g., personal appointments, health reasons, etc.]. I believe that having this extra time will allow me to [mention any benefits or positive outcomes related to your work].

I assure you that I will make arrangements to ensure that my work responsibilities are managed effectively during this time. Please let me know if we can discuss this further, and thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]