

[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 am writing to formally request a lunch break on [date] from [start time] to [end time]. I believe this time will allow me to recharge and return to my duties with renewed focus.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]  
[Your Job Title]