

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a personal lunch on [specific date and time] at [location]. I believe this informal setting would be a great opportunity for us to discuss [reason for the lunch, e.g., project updates, professional development, etc.]. I appreciate your consideration of this request and look forward to the possibility of meeting with you. Please let me know if the suggested date works for you or if there is a more convenient time.

Thank you for your time.

Best regards,

[Your Name]  
[Your Position]