

[Your Name]

[Your Position]

[Your Company]

[Date]

[Manager's Name]

[Manager's Position]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a brief lunch break on [specific date] from [start time] to [end time] due to [reason, if necessary]. I will ensure that all my responsibilities are managed before and after this time.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Contact Information]