

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break on [specific date] from [start time] to [end time] due to [brief reason, if appropriate, e.g., a personal appointment, family obligation].

I will ensure that all my responsibilities are managed effectively during this period, and I am happy to make arrangements to cover any urgent tasks that may arise in my absence.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]
[Your Job Title]