

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break on [date] from [start time] to [end time]. This time will allow me to [brief reason for the break, if appropriate].

I appreciate your consideration of my request and I look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]