

[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 hope this message finds you well. I am writing to formally request a lunch break from [start time] to [end time] on [date]. This time will allow me to [briefly explain reason, e.g., attend a personal appointment, recharge for the second half of the workday, etc.].

I understand the importance of my responsibilities and will ensure that all my tasks are up to date before I take my break. I will also be available via email or phone if any urgent matters arise during that time.

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

Best regards,

[Your Name]  
[Your Job Title]