

[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 tomorrow from [start time] to [end time].

The reason for this request is [briefly explain the reason, if necessary]. I believe this break will help me [mention any benefits, if applicable].

I appreciate your consideration and look forward to your approval.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]