

****Lunch Break Application Template****

****[Your Name]****

****[Your Position]****

****[Department]****

****[Date]****

****To:**** [Manager's Name]

****Subject:**** Request for Lunch Break

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].

The reason for my request is [brief explanation, if necessary, e.g., personal appointment, health reasons, etc.]. I ensure that all my responsibilities will be managed prior to my break, and I will be available through [email/phone] for any urgent matters.

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

Best regards,

[Your Name]

[Your Contact Information]
