

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [HR Manager's Name],

Subject: Application for Lunch Break Adjustment

I hope this message finds you well. I am writing to formally request an adjustment to my lunch break schedule.

Due to [brief reason for the request, e.g., "personal commitments" or "health-related reasons"], I would like to propose that my lunch break be adjusted to [new proposed time] instead of the usual [current lunch break time].

I believe this change would allow me to maintain my productivity and well-being while still fulfilling my responsibilities at [Company Name]. I am open to discussing this matter further and finding a solution that works for both the company and myself.

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

Sincerely,

[Your Name]
[Your Job Title]
[Department]