

[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 an extension of my lunch break on [specific date(s)], due to [brief reason for the request, e.g., a personal appointment, a family obligation, etc.].

Typically, my lunch break is [standard lunch break time], and I would like to extend it by [additional time requested, e.g., 30 minutes]. I assure you that I will manage my work responsibilities to ensure minimal disruption to our team's workflow.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]