

[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 am writing to formally request a lunch break on [specific date] from [start time] to [end time]. I have [brief explanation, if necessary, e.g., an appointment, personal matter, etc.].

I will ensure that all my responsibilities are managed before and after my break, and I will be available via [email/phone] if needed.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]