

[Your Name]

[Your Position]

[Your Company]

[Date]

[Team Members' Names]

[Team/Department Name]

Subject: Lunch Break Application

Dear Team,

I hope this message finds you well. I am writing to formally request a lunch break for our team during [specific dates or duration] due to [reason, e.g., project deadlines, team bonding, etc.].

During this period, I propose that we adjust our lunch schedule to [proposed lunch timing] to ensure we have adequate time to recharge and maintain our productivity.

I appreciate your understanding and cooperation in making this adjustment. Please let me know if you have any questions or suggestions.

Thank you for your support!

Best regards,

[Your Name]

[Your Contact Information]