

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

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].

This break is necessary due to [brief reason, if applicable; e.g., personal commitments, appointments]. I will ensure that all my work is up-to-date and that any necessary arrangements are made in advance to cover my responsibilities during this time.

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

Best regards,

[Your Name]
[Your Job Title]