

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

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

Dear [Manager's Name],

I am writing to formally request a lunch break on [date] from [start time] to [end time]. This break is important to me due to [brief reason, if applicable].

I will ensure that all my responsibilities are managed before and after this time, and I am willing to assist in making any necessary arrangements to cover my duties during my absence.

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

Sincerely,

[Your Name]
[Your Job Title]