

[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 from [start time] to [end time] on [specific date(s)]. This lunch break is important for me to [briefly state reason, if applicable, e.g., attend a personal appointment, recharge, etc.].

I assure you that I will ensure all my responsibilities are managed and that there will be no disruption to my work during this time. I will make sure to complete any urgent tasks before I leave and will be available for any necessary communications.

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

Sincerely,

[Your Name]
[Your Job Title]