

[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 hope this message finds you well. I am writing to formally request a personalized adjustment to my lunch break schedule.

Due to [brief explanation of your reason, e.g., personal commitments, health concerns], I would greatly appreciate the opportunity to [propose your desired lunch break change, e.g., extended break, adjusted timing]. I believe this change would enhance my productivity and overall well-being, allowing me to contribute even more effectively to our team's goals. I am open to discussing how we can implement this adjustment while ensuring minimal disruption to our workflow.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,  
[Your Name]