

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Title]
[Company Name]

Dear [Manager's Name],

Subject: Lunch Break Application

I am writing to formally request a lunch break on [Date] from [Start Time] to [End Time]. The reason for this request is [brief explanation, e.g., a personal matter, a meeting, etc.].

I assure you that I will ensure all my responsibilities are managed before and after the break to maintain productivity.

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

Sincerely,

[Your Name]