

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[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 seek your approval for my lunch break on [specific date and time]. I plan to take my break from [start time] to [end time].

Reason for this request: [optional: Briefly explain any reason or context for the specific time, if necessary].

I will ensure that all my tasks are managed prior to my break. Please let me know if you approve this request or if you would prefer a different schedule.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Contact Information]