

[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 leave of absence for a business lunch on [specific date] from [start time] to [end time]. The purpose of this meeting is to discuss [briefly explain the purpose, e.g., "potential collaboration with a client" or "team strategy for the upcoming project"].

I believe this meeting will be beneficial for our team and the company as we aim to [mention expected outcomes or goals from the lunch, if applicable]. I will ensure that my responsibilities are managed in my absence, and I will be reachable via email or phone should any urgent matters arise.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Department]