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Subject: Casual Lunch Leave Request
Dear [Manager's Name],
I hope this message finds you well. I am writing to request a casual
leave of absence today from [start time] to [end time] for lunch.
Please let me know if that is acceptable or if there are any issues. I
appreciate your understanding.
Thank you!
Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]
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