

[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 during lunch on [specific date(s)] due to [brief reason, e.g., a personal appointment, family commitment, etc.].

I plan to be away from [start time] to [end time] and will ensure that my responsibilities are managed before and after my absence. I have already briefed [colleague's name] on my current projects and tasks, and they have graciously agreed to assist while I'm away.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if you require any further information.

Best regards,

[Your Name]
[Your Job Title]