

Subject: Lunch Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence for lunch on [date] from [start time] to [end time]. The reason for this request is [brief reason, e.g., a personal appointment, family obligation, etc.].

I will ensure that all my responsibilities are managed prior to my absence and am happy to provide any necessary information to minimize disruption.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]