

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a leave of absence for lunch on [specific date] from [start time] to [end time]. The reason for this request is [briefly explain reason, e.g., personal appointment, family obligation, etc.].

I will ensure that all my responsibilities are managed prior to my absence and will be available to address any urgent matters via email or phone.

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

Sincerely,

[Your Name]
[Your Position]