

[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 am writing to formally request leave for my lunch break on [specific date], from [start time] to [end time]. I have [brief reason for leave, if necessary, e.g., a personal appointment, a family commitment, etc.]. I will ensure that all my responsibilities are managed prior to my leave, and I will be reachable via [your preferred contact method] if anything urgent arises during that time.

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

Sincerely,

[Your Name]
[Your Job Title]