

[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 notify you that I will be absent during lunch on [specific date]. The reason for my absence is [brief explanation of the reason, e.g., a personal appointment or family obligation].

I will ensure that all my responsibilities and tasks are managed appropriately in my absence and will be available to catch up on any missed work afterward.

Thank you for your understanding. Please let me know if you need any further information.

Sincerely,

[Your Name]
[Your Job Title]