

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break leave on [date] from [start time] to [end time]. Due to [brief reason if comfortable sharing, e.g., a personal appointment], I will need to be away from work during that time.

I assure you that I will ensure all my tasks are up to date before my break and will make arrangements for coverage if necessary.

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

Sincerely,

[Your Name]
[Your Job Title]