

[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]

Subject: Lunch Leave Application

Dear [Manager's Name],

I am writing to formally request a short leave for lunch on [date] from [start time] to [end time]. The reason for this leave is [briefly explain reason, if necessary].

I assure you that I will complete any pending work before my leave and will be available via phone in case of any emergencies.

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

Sincerely,

[Your Name]
[Your Job Title]