

[Your Name]

[Your Position]

[Company Name]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I am writing to formally request a lunch leave on [specific date] from [start time] to [end time] due to [brief reason, e.g., a personal appointment or family commitment]. I will ensure that all my responsibilities are taken care of before I leave and will be available via email/phone for any urgent matters.

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

Sincerely,

[Your Name]

[Your Contact Information]