

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. 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 commitment, a doctor's appointment, etc.].

I will ensure that all my responsibilities are managed before I leave, and I am happy to coordinate with the team to cover any urgent tasks during my absence.

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

Best regards,

[Your Name]

[Your Contact Information]