

[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 am writing to formally request permission to take a lunch leave on [Date] from [Start Time] to [End Time] due to [brief reason, e.g., a personal commitment, a family obligation, etc.].

I assure you that I will complete all my tasks before I leave and will be reachable via [phone/email] for any urgent matters during this time.

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

Sincerely,

[Your Name]
[Your Job Title]