

Subject: Request for Lunch Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch leave on [Date] from [Start Time] to [End Time] due to [reason, e.g., a personal appointment, family commitment, etc.].

I will ensure that all my tasks are up to date before my leave, and I will be available via email or phone if there are any urgent matters that require my attention.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]