

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[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 leave of absence for lunch on [specific date], from [start time] to [end time] due to [brief reason, e.g., a personal appointment].

I will ensure that all my responsibilities are managed prior to my absence and will be available via email or phone if any urgent matters arise. Thank you for considering my request.

I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Position]