

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

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 [brief reason for the leave, e.g., a personal commitment, an appointment].

I will ensure that all my responsibilities are covered during my absence and will be available via email or phone in case of any urgent matters.

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

Best regards,

[Your Name]
[Your Job Title]