

[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 a lunch leave on [Date] from [Start Time] to [End Time]. I have a personal commitment that requires my attention during this time.

I will ensure that all my responsibilities are managed and that my tasks are up to date before my absence. Please let me know if there are any concerns regarding my leave.

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

Sincerely,

[Your Name]  
[Your Job Title]