

[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],

Subject: Application for Lunch Leave

I hope this message finds you well. I am writing to formally request leave for lunch on [specific date] due to [brief reason, e.g., a personal commitment, a family obligation, etc.].

I would appreciate your understanding in this matter, and I assure you that I will manage my responsibilities to ensure that all tasks are up-to-date before my absence.

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

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]