

[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 hope this message finds you well. I am writing to formally request an increase in my lunch allowance due to [briefly state reason, e.g., rising food costs, company policy changes, etc.].

[Provide a brief explanation of your current lunch allowance situation and why you believe an increase is warranted. Include any relevant examples or data if applicable.]

I appreciate your consideration of my request and look forward to discussing it further. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]