

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a lunch allowance for [specific reason, e.g., business travel, project work, etc.].

As [your position] at [company/organization name], I have been engaged in [brief description of your work]. Given the nature of my work, it is essential to have adequate meal provisions during [specific activities, e.g., field visits, client meetings, etc.].

I would appreciate it if you could consider providing a lunch allowance to support this necessity, which will help maintain productivity and uphold [company/organization]'s standards.

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

Sincerely,

[Your Name]
[Your Position]