

[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 extension of my lunch allowance for [specific period or event/reason]. Due to [brief explanation of circumstances, e.g., increased workload, special projects, etc.], I am finding it challenging to manage my meal expenses within the current allowance limits. An extension would greatly support my ability to maintain productivity during this period.

I appreciate your consideration of this request and look forward to your favorable response. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]