

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[HR Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my lunch allowance.

As you know, my current allowance has not been sufficient to cover the rising costs of meals in our area. Given the nature of my daily responsibilities and the time constraints of my work schedule, having an adequate lunch allowance is essential for maintaining my productivity and overall well-being.

I would appreciate your consideration of my request to adjust the allowance to better align with current expenses.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]