

[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 Allowance

I hope this message finds you well. I am writing to formally request a lunch allowance to support my daily meal expenses while at work.

With the increasing cost of living and food prices, I believe that a lunch allowance would greatly assist me in maintaining my productivity and well-being during working hours.

I have enjoyed working at [Company Name] and am committed to contributing my best efforts to our team's success. I appreciate your consideration of this request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]