

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request a lunch allowance as part of my employment benefits. As you may be aware, in my role as [Your Job Title], I often engage in activities that require extended hours and outside meetings, significantly impacting my lunchtime schedule.

The provision of a lunch allowance would not only alleviate financial strain but also enhance productivity and overall job satisfaction. It would ensure that I have the means to access nutritious meals during work hours, which is essential for maintaining my energy and focus.

I kindly ask you to consider this request and look forward to discussing it further. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]