

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request a lunch allowance to support my work-related activities. As you are aware, our team has been engaging in [brief description of the project or reason for request], which often requires extended hours and commitments that make it challenging to manage meal costs effectively.

After careful consideration, I believe that a lunch allowance would not only enhance my productivity but also alleviate the financial burden associated with [explain briefly any relevant circumstances, e.g., frequent off-site meetings or longer work hours]. I propose an allowance of [specific amount] per day to cover lunch expenses.

I appreciate your attention to this matter and am hopeful for a favorable consideration. I am open to discussing this further at your convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]