

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the provision of a lunch allowance for employees during business hours.

As we continue to focus on enhancing employee well-being and productivity, I believe that providing a lunch allowance would significantly benefit our team. It would not only foster a more enjoyable work environment but also contribute to improved morale and overall job satisfaction.

I would appreciate the opportunity to discuss this proposal further and explore potential options that align with our company's budget and policies. Thank you for considering this request. I look forward to your response.

Warm regards,

[Your Name]  
[Your Position]