

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[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 due to special circumstances that have arisen recently. [Briefly explain the special circumstances leading to your request, such as increased workload, travel requirements, or specific personal situations.]

Given these circumstances, I believe that a lunch allowance would greatly assist me in effectively managing my daily responsibilities while ensuring my well-being. I kindly request your consideration of this matter and would be grateful for any support you could provide. Thank you for your time and understanding. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Job Title]