

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an increase in my lunch allowance.

As you know, the cost of living has increased significantly, particularly in terms of food expenses, making it challenging to maintain my current lunch budget. An adjustment to my allowance would greatly assist in covering my daily meals, allowing me to remain focused and productive during working hours.

I appreciate your consideration of this request and would be happy to discuss it further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]