

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient 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 daily meals during work hours. As [mention any relevant details such as your role or project you are working on], I find that having a designated lunch allowance would greatly aid in maintaining my productivity and well-being throughout the day.

I would appreciate your consideration of this request and am open to discussing the details at your convenience. Thank you for your attention, and I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]