

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Job Title]  
[Company Name]

Dear [Recipient Name],

Subject: Request for Workplace Lunch Allowance

I hope this message finds you well. I am writing to formally request the implementation of a workplace lunch allowance for employees.

Providing a lunch allowance would not only enhance employee morale and well-being but also promote productivity during work hours. The allowance could support employees in maintaining a balanced diet and encourage them to take necessary breaks throughout the workday.

I propose the following details for the lunch allowance:

- Amount: [Proposed Amount]
- Frequency: [Weekly/Monthly]
- Eligibility: [Full-time/Part-time Employees]

I believe that this initiative will lead to a more engaged and satisfied workforce. Thank you for considering this request. I look forward to discussing this proposal further.

Sincerely,

[Your Name]  
[Your Job Title]