

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reservation for lunch at [Restaurant Name] on [Date] at [Time]. We anticipate [number of guests] guests and would appreciate a table that accommodates our party comfortably.

Please let me know if this date and time are available, or if there are alternative suggestions. If possible, we would also appreciate any recommendations from your menu for a group.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]