

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break adjustment for my daily schedule.

I would like to propose [specific time and duration] for my lunch break, starting on [start date]. I believe this adjustment will help me [briefly explain reason, e.g., enhance productivity, manage personal commitments, etc.].

Please let me know if you approve of this request or if you would like to discuss it further. I appreciate your consideration and understanding.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]