

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

Dear [Manager's Name],

Subject: Lunch Break Adjustment Request

I hope this message finds you well. I am writing to formally request an adjustment to my lunch break schedule. Due to [briefly explain reason, e.g., personal commitments, workload, etc.], I believe that a slight modification would greatly enhance my productivity and overall work-life balance.

I would like to propose [new lunch break schedule, e.g., a 30-minute lunch break instead of the standard hour or shifting the lunch break to a later time]. I am confident that this adjustment will not impact my responsibilities and will allow me to contribute more effectively to our team.

I appreciate your consideration of my request and am open to discussing this further at your earliest convenience. Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Job Title]