

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for a lunch break on [date] from [start time] to [end time]. The reason for this request is [briefly explain reason, e.g., personal appointment, family obligation, etc.]. I have ensured that my workload and responsibilities are managed during this time, and I will be available to assist with any urgent matters before and after my break. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]