

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

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about our upcoming lunch break schedule for [specific day or event].

Date: [Insert Date]

Time: [Insert Time]

Duration: [Insert Duration]

Location: [Insert Location]

Please let me know if you will be able to join us, as it will be a great opportunity to [insert purpose, e.g., discuss ongoing projects, network, or unwind].

Looking forward to your confirmation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]