

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm my lunch break scheduled for [Date] from [Start Time] to [End Time]. During this period, I will be unavailable for any work-related communications or meetings.

Thank you for your understanding. Please let me know if you have any questions or if there are any urgent matters that require my attention prior to my break.

Best regards,

[Your Name]  
[Your Job Title]