

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

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Request for Lunch Break Extension

I hope this message finds you well. I am writing to formally request an extension of my lunch break on [specific date(s)] due to [brief explanation of the reason, e.g., a personal commitment or need for additional time for health reasons].

I propose to extend my lunch break from [current lunch break time] to [new proposed time], which will allow me to [reason for the extension, e.g., attend an appointment, manage personal matters, etc.]. I assure you that I will make every effort to ensure that my work responsibilities are managed efficiently during this time.

I appreciate your consideration of my request and look forward to your approval. Please let me know if you would like to discuss this further.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]