

[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],

I hope this message finds you well. I am writing to formally request a lunch break on [specific date] from [start time] to [end time].

The reason for this request is [brief explanation of the reason, if appropriate]. I will ensure that all my responsibilities are managed and covered during my absence, and I will return promptly to continue my duties.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Position]