

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the scheduling of our lunch break for the upcoming [specific period, e.g., week, month].

As we strive to maintain productivity while ensuring everyone has adequate time to rest and recharge, I propose the following schedule for our lunch breaks:

- \*\*Day:\*\* [Specify the day, e.g., Monday]  
  \*\*Time:\*\* [Proposed time, e.g., 12:00 PM - 1:00 PM]
- \*\*Day:\*\* [Specify the day, e.g., Tuesday]  
  \*\*Time:\*\* [Proposed time, e.g., 12:30 PM - 1:30 PM]
- \*\*Day:\*\* [Specify the day, e.g., Wednesday]  
  \*\*Time:\*\* [Proposed time, e.g., 12:00 PM - 1:00 PM]
- \*\*Day:\*\* [Specify the day, e.g., Thursday]  
  \*\*Time:\*\* [Proposed time, e.g., 12:30 PM - 1:30 PM]
- \*\*Day:\*\* [Specify the day, e.g., Friday]  
  \*\*Time:\*\* [Proposed time, e.g., 12:00 PM - 1:00 PM]

Please let me know if this schedule works for you or if you have any other suggestions. I believe a consistent lunch break will benefit our team and ensure everyone has time to unwind during the day.

Thank you for considering this proposal. I look forward to your feedback.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Contact Information]