

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Dear [Recipient'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]. This break will allow me to [brief reason if necessary, e.g., attend to a personal matter, recharge for the afternoon, etc.].

I will ensure that all my responsibilities are managed in advance and that I remain accessible via [email/phone] during this time if any urgent matters arise.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]