

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Position]  
[Company Name]  
[Company 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].

I have ensured that all my responsibilities are managed and any urgent tasks will be completed prior to my break. Please let me know if this time is convenient or if adjustments are needed.

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

Sincerely,

[Your Name]  
[Your Position]