

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

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] due to [brief reason, if applicable].

I will ensure that all my responsibilities are covered before my break and will be available via [email/phone] if needed.

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

Sincerely,

[Your Name]
[Your Position]