[Your Name]
[Your Position]
[Your Department]
[Date]
[Manager's Name]
[Manager's Position]
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 necessary].
Thank you for considering my request.
Best regards,
[Your Name]
[Your Contact Information]