

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's 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 appreciate your understanding and support regarding this matter.

Thank you for considering my request. Please let me know if you require any further information.

Best regards,

[Your Name]
[Your Job Title]