

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[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 break for lunch on [specific date or range of dates], from [start time] to [end time]. I believe this time will allow me to recharge and return to my tasks with improved focus and productivity.

I will ensure that all my responsibilities are managed appropriately during my absence, and I am happy to discuss this further if needed.

Thank you for considering my request.

Sincerely,

[Your Name]
[Your Position]