

[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]
[Date]
[Manager's Name]
[Manager's Job 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]. I would like to [reason for the request, e.g., attend a personal appointment, take care of family matters, etc.].

I will ensure that all my responsibilities are managed accordingly prior to my break, and I will be available to address any urgent matters upon my return. Thank you for considering my request.

Best regards,

[Your Name]
[Your Job Title]