

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a lunch break from [start time] to [end time] on [specific date(s)]. This request is made to ensure that I can recharge and continue to perform my duties effectively.

I appreciate your consideration of my request and am willing to discuss this further if necessary.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]