

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Department]
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request a lunch break adjustment for [specific date(s) or duration]. Due to [brief explanation of reason, e.g., personal commitments or scheduling conflicts], I would like to [proposed changes, e.g., extend my lunch break or shift my lunch time] from [current time] to [requested time].

I believe this adjustment will enable me to [mention any positive outcome, e.g., maintain productivity, attend to personal matters]. I assure you that I will ensure all my responsibilities are managed effectively during this period.

Thank you for considering my request. I look forward to your understanding and support.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]