

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

[Recipient's Name]  
[Recipient's Address or Company Name]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! I wanted to reach out to request a lunch break adjustment for [specific date or day].

I'm hoping to take my break from [start time] to [end time] for [mention reason if comfortable, e.g., a personal appointment, an errand, etc.]. I believe this will help me manage my day more effectively.

I appreciate your understanding and look forward to your response.

Best,

[Your Name]  
[Your Position, if applicable]