

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a change to my lunch break schedule for [specific date or time frame]. Due to [brief reason for the request], I would appreciate the opportunity to take my lunch break from [proposed start time] to [proposed end time]. I believe this adjustment will enable me to [mention a positive outcome or benefit], and I assure you that I will ensure all my responsibilities are managed effectively during this time.

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

Warm regards,

[Your Name]
[Your Position]