

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

[Supervisor's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a lunch break from [start time] to [end time] on [date].

The reason for this request is [brief explanation of the reason, if necessary]. I have ensured that my tasks will be managed and that my absence will not affect the team's productivity.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]
[Your Job Title]