

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

[Date]
[Manager's Name]
[Manager's Position]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a lunch break on [specific date or day], from [start time] to [end time]. I appreciate your consideration of my request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,
[Your Name]