

[Your Name]

[Your Position]

[Your Department]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

Subject: Request for Lunch Break Approval

I hope this message finds you well. I am writing to formally request approval for my lunch break schedule. I would like to take my lunch break from [start time] to [end time] on [specific date(s)], in order to [briefly explain reason if necessary, e.g., attend a personal appointment or comply with a specific schedule].

I believe this time frame will allow me to manage my responsibilities effectively without impacting my work performance. I will ensure that all my duties are attended to before and after my break.

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

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Contact Information]