[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Manager's Name],
I hope this message finds you well. I am writing to formally request a lunch break on [specific date] from [starting time] to [ending time]. The reason for this request is [brief explanation, if necessary]. I assure you that I will ensure my responsibilities are managed appropriately during this time.
Thank you for considering my request. I look forward to your approval.
Best regards,
[Your Name]
[Your Job Title]