

[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 [start time] to [end time].

This break will allow me to [brief reason if necessary, e.g., attend an appointment, recharge, etc.]. I will ensure that all my responsibilities are managed prior to and after my break.

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

Sincerely,

[Your Name]
[Your Job Title]