

[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],

Subject: Request for Lunch Break

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]. The reason for this request is [brief reason, if necessary].

I assure you that I will ensure all my responsibilities are managed, and I will be available for any urgent matters during my absence.

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

Warm regards,

[Your Name]
[Your Job Title]