

[Your Name]

[Your Job Title]

[Your Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request your approval for a lunch break on [specific date] from [start time] to [end time].

The reason for this request is [brief explanation, e.g., a personal appointment, a meeting with a client, etc.]. I aim to ensure that all my responsibilities are managed accordingly, and I will ensure that my tasks are up to date before and after my lunch break.

Thank you for considering my request. I appreciate your understanding and support.

Best regards,

[Your Name]

[Your Contact Information]