

[Your Name]

[Your Position]

[Your Department]

[Date]

[Supervisor's Name]

[Supervisor's Position]

[Company Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a leave for lunch on [specific date], from [start time] to [end time]. The reason for my request is [brief reason, if applicable].

I assure you that I will manage my responsibilities to ensure that all tasks are up-to-date prior to my absence.

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

Best regards,

[Your Name]

[Your Contact Information]