

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I would like to request permission to hold a lunch meeting on [specific date] from [start time] to [end time] in [location/office/meeting room].

The purpose of this meeting is to [briefly state purpose, e.g., discuss project updates, team-building, etc.]. I believe that a relaxed lunch setting will foster better communication and collaboration among our team.

I would be happy to arrange catering or make reservations as needed. Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Contact Information]