

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Department]

Subject: Office Lunch Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request approval for an office lunch to be held on [date] at [location] for [number of attendees]. The purpose of this lunch is [reason for the lunch, e.g., team-building, project celebration, etc.].

I propose the following menu options:

1. [Option 1]

2. [Option 2]

3. [Option 3]

The estimated budget for the lunch is [amount]. Please let me know if you approve this request or if there are any modifications you would suggest.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Contact Information]

[Your Department]