**To:** [Manager’s Name]

**From:** [Your Full Name]

**Date:** [Insert Date]

**Subject:** Permission to Bring and Consume Eatables at Workplace Due to Medical Condition

Dear [Manager’s Name],

I want to bring to your attention that I am managing diabetes. Due to my medical condition, I need to consume light snacks at regular intervals throughout the day. I, therefore, formally seek your permission to keep some healthy snacks at my desk.

Through this small accommodation, the management would greatly assist me in managing my condition. I assure you that my snacking during office hours will not affect the work environment.

Thank you for your kind support.

Sincerely,  
[Your Full Name]  
[Your Job Title/Department]