

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]

KFC

[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request [state your request - e.g., a leave of absence, a schedule change, etc.] due to [briefly explain the reason, if comfortable].

I have greatly enjoyed my time working at KFC and appreciate the support from you and the team. I believe that [explain briefly how your request will benefit both you and the company, if applicable].

I would like to request [specific details of your request, including dates or times if applicable]. I am committed to ensuring a smooth transition during this period and am willing to assist in any way necessary.

Thank you for considering my request. I look forward to your understanding and support. Please let me know if we can discuss this matter further.

Sincerely,

[Your Name]
[Your Position]