

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

Manager

KFC [Location Name]
[Restaurant Address]
[City, State, Zip Code]

Dear Manager,

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about your food delivery services. I am interested in placing an order for an upcoming event on [Date of Event].

Could you please provide me with information regarding your delivery options, menu items available for delivery, and any minimum order requirements? Additionally, I would appreciate details about delivery fees and estimated delivery times.

Thank you for your attention to this matter. I look forward to your prompt response so that I can finalize my order.

Sincerely,
[Your Name]