

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

KFC [Location]  
[Address of KFC]  
[City, State, ZIP Code]

Dear KFC Team,

I hope this message finds you well. I would like to place a takeaway order for the following items:

- [Quantity] of [Menu Item 1]
- [Quantity] of [Menu Item 2]
- [Quantity] of [Menu Item 3]
- [Any additional items/sides/drinks]

Please confirm the total cost of the order and the estimated pickup time.

I will be arriving at [Your arrival time] to collect the order.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]