

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

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

Dear KFC Team,

I am writing to arrange a birthday party delivery from KFC for a special celebration. Here are the details:

**\*\*Event Date:\*\*** [Date of the Party]

**\*\*Delivery Time:\*\*** [Time of Delivery]

**\*\*Number of Guests:\*\*** [Total Number of Guests]

**\*\*Menu Options:\*\***

- [Choice 1 (e.g., Bucket Meals, Sandwiches, Sides)]
- [Choice 2]
- [Choice 3]

**\*\*Special Requests:\*\***

- [Any dietary restrictions or special requests]

Please confirm the order and delivery details at your earliest convenience. Thank you for being a part of this special day!

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]