

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

[Recipient Name]  
[Recipient Title]  
KFC [Location or Branch Name]  
[Branch Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to place a catering order for an upcoming event on [Date of Event] at [Event Location]. We would like to order the following items for [Number of Guests]:

- [Item 1: Description and quantity]
- [Item 2: Description and quantity]
- [Item 3: Description and quantity]
- [Additional items as needed]

Please include any necessary condiments and sides. We would like the order to be ready for pickup/delivery at [Time].

If you could confirm the availability of these items and the total cost, I would greatly appreciate it.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]