

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

[Manager's Name]
KFC [Location]
[Store Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to request a delivery service from KFC for an upcoming event on [Event Date].

We are planning to host a gathering for [number of guests] people at [Event Location], and we would love to offer your famous chicken and sides as part of our menu. We are particularly interested in the following items:

- [Item 1]
- [Item 2]
- [Item 3]

The delivery would need to be scheduled for [Delivery Time] on [Delivery Date]. Please let me know if this request can be accommodated, along with any additional information regarding your delivery policies, pricing, and minimum order requirements.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]