

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
KFC [Location/Branch Name]
[Branch Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a takeout order from your establishment.

Order Details:

- Item 1: [e.g., 8-piece original recipe chicken]
- Item 2: [e.g., large mashed potatoes with gravy]
- Item 3: [e.g., 4 biscuits]
- Item 4: [e.g., 2 large coleslaw]
- Any additional items or specifications: [e.g., sauces, sides, drinks]

Pickup Date and Time: [Requested date and time]

Please confirm the availability of these items and any additional instructions necessary for the pickup process.

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

Sincerely,
[Your Name]