

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

KFC [Store Location/Branch Name]
[Store Address]
[City, State, Zip Code]

Dear KFC Team,

I hope this letter finds you well. I am writing to place an order for my upcoming birthday party scheduled for [Date of Party] at [Venue/location of Party]. We are expecting approximately [Number of Guests] guests, and I would love to serve your delicious KFC food at the celebration.

Here's what I would like to order:

- [Quantity] Original Recipe Chicken
- [Quantity] Extra Crispy Chicken
- [Quantity] Chicken Tenders
- [Quantity] Large Mashed Potatoes with Gravy
- [Quantity] Large Coleslaw
- [Quantity] Biscuits
- [Quantity] [Any additional items like drinks or desserts]

Please let me know if you have any party packages or special deals available for this order. I would also appreciate it if you could provide information on the pickup/delivery options.

Could you please confirm my order by [Date] so I can proceed with the arrangements? I look forward to enjoying KFC at my birthday celebration!

Thank you for your assistance.

Sincerely,
[Your Name]