

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
KFC Catering Department
[Location/Address of KFC]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Catering Order for [Event Name/Occasion]
I hope this message finds you well. I am writing to place an order for catering services from KFC for our upcoming event. Below are the details of the order:
Event Details:
- Event Date: [Event Date]
- Event Time: [Start Time] to [End Time]
- Event Location: [Event Address/Location]
- Number of Guests: [Expected Number of Guests]
Catering Order:
- [Item 1: Description, Quantity]
- [Item 2: Description, Quantity]
- [Item 3: Description, Quantity]
- [Additional Items]
Special Instructions:
- [Any dietary restrictions or special requests]
Please confirm the order and let me know if you require any further information. I appreciate your assistance and look forward to enjoying KFC at our event!
Thank you,
Sincerely,
[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]