

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

KFC Catering Department

[Local KFC Address]  
[City, State, Zip Code]

Dear KFC Catering Team,

I hope this message finds you well. I am writing to place an order for a movie night catering on [date of the event] at [time]. We expect approximately [number of guests] attendees.

For our movie night, we would like to include the following items in our catering order:

- [Number] buckets of Original Recipe Chicken
- [Number] buckets of Extra Crispy Chicken
- [Number] large sides (please specify sides)
- [Number] biscuits
- [Number] desserts (please specify desserts)
- [Number] drinks (please specify types)

Please let me know if you can accommodate our request and provide the total cost for the order. Additionally, if you have any recommendations or specials available for large orders, I would love to hear about them. Thank you for your assistance. I look forward to your prompt response to ensure a delicious movie night for our guests!

Best regards,

[Your Name]

[Your Signature (if sending a physical letter)]