

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
KFC [Branch Name or Location]
[Address of KFC]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: KFC Order for Team Building Activities

I hope this message finds you well. I am writing to place an order for our upcoming team building activities scheduled for [date] at [location]. We would like to offer our team a delicious meal from KFC to enhance our event experience.

Here are the details of our order:

- **Date of Event:** [Insert Date]
- **Time of Delivery/Pickup:** [Insert Time]
- **Number of Participants:** [Insert Number]
- **Order Details:**
- **KFC Bucket(s):** [Specify number and types, e.g., Original Recipe, Extra Crispy]
- **Side Dishes:** [Specify choices, e.g., Mashed Potatoes, Coleslaw, Biscuits]
- **Beverages:** [Specify types, e.g., Soft Drinks, Water]
- **Desserts (if any):** [Specify types, e.g., Chocolate Cake, Apple Pie]

Please let us know if you can accommodate this order, and if so, we would appreciate a confirmation along with the total cost.

Thank you for your assistance. We look forward to enjoying KFC as part of our team building experience!

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]