

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[KFC Location Name]
[KFC Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. We are planning a corporate lunch event on [date] for [number of participants] employees and would like to place an order with KFC.

Please find below our order preferences:

- **Main Menu Items:**
 - [Item 1] - [Quantity]
 - [Item 2] - [Quantity]
 - [Item 3] - [Quantity]
- **Side Items:**
 - [Side Item 1] - [Quantity]
 - [Side Item 2] - [Quantity]
- **Beverages:**
 - [Beverage 1] - [Quantity]
 - [Beverage 2] - [Quantity]

Additionally, please include napkins, utensils, and any necessary condiments.

We would appreciate your confirmation on this order by [confirmation deadline]. If possible, please provide us with an estimated delivery time and total cost.

Thank you for your assistance. We look forward to enjoying KFC for our corporate lunch!

Best regards,

[Your Name]
[Your Position]
[Your Company Name]