

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
KFC [Location Name]
[Restaurant Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I hope this message finds you well. I am writing to place an order for our upcoming holiday party scheduled for [Date of the Party]. We are excited to celebrate the season with KFC's delicious offerings.

We would like to request the following items:

- [Quantity] of [Item 1]
- [Quantity] of [Item 2]
- [Quantity] of [Item 3]
- [Quantity] of [Sides]
- [Desserts, if applicable]

Additionally, please provide [beverages or any other special requests]. Our event will have approximately [Number of Guests] attendees, and we would prefer the order to be ready for pickup at [Time of Pickup] on [Date].

Thank you for your attention to this order. Please confirm if you can fulfill our request or if you have any suggestions for our party.

Looking forward to your prompt response.

Best regards,

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