

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

[Manager's Name]
KFC [Location Name]
[Location Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this letter finds you well. I am writing to request some menu changes for an upcoming event we are hosting on [Event Date] at [Event Location]. We expect approximately [number of guests] attendees and would love to incorporate some of KFC's delicious offerings.

Specifically, we would like to suggest the following changes/additions:

1. [Menu Item 1] - [Reason for request]
2. [Menu Item 2] - [Reason for request]
3. [Menu Item 3] - [Reason for request]

We believe these changes would greatly enhance our event and provide our guests with a memorable dining experience. We would appreciate your consideration and any recommendations you may have regarding the feasibility of these modifications.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Organization, if applicable]