

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

KFC

[Restaurant Address]
[City, State, Zip Code]

Dear KFC Manager,

I hope this message finds you well. I would like to place an order for the following items:

- [Quantity] of Original Recipe Chicken
- [Quantity] of Extra Crispy Tenders
- [Quantity] of Mashed Potatoes with Gravy
- [Quantity] of Coleslaw
- [Quantity] of Biscuits
- [Quantity] of Soft Drinks

Please confirm whether this order can be fulfilled for pickup/delivery on [Desired Date and Time]. Additionally, I would appreciate it if you could provide the total cost and any applicable taxes.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]