

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

Customer Service

KFC

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

Dear KFC Customer Service,

Subject: Delay in Delivery - Order #[Order Number]

I am writing to formally express my dissatisfaction with the delivery service I received on [date of order]. I placed an order through [platform/website], expecting prompt delivery at approximately [expected delivery time]. However, my order was delayed by [duration of delay], which caused significant inconvenience.

Details of my order are as follows:

- Order Number: [Order Number]
- Item(s) Ordered: [List of items]

Despite my attempts to contact the store for updates, I did not receive a satisfactory response. I believe that timely delivery is a crucial part of your service, and I hope you will address this issue to prevent it from recurring in the future.

I would appreciate a prompt response regarding how you plan to rectify this situation, as well as any potential compensation for the inconvenience caused.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]