

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

Customer Service

KFC

[Store Address or Customer Service Email]

Dear KFC Customer Service,

I hope this message finds you well. I am writing to formally cancel my recent delivery order placed on [Order Date] with the order number [Order Number].

Due to [brief reason for cancellation, e.g., change of plans, personal reasons], I am unable to proceed with this order. I kindly request confirmation of the cancellation and ensure that any charges are reversed.

Thank you for your understanding. I appreciate your assistance in this matter.

Sincerely,

[Your Name]