

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

[Recipient Name]  
[Recipient Position]  
IKEA [Specific Store/Branch or Headquarters]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company Name]. We are interested in exploring potential business opportunities with IKEA, particularly in [specific area of interest, e.g., furniture procurement, partnership, etc.].

[Briefly describe your company, its products/services, and the reason for the inquiry.]

We believe that a collaboration could be mutually beneficial and align with both our goals. We would appreciate the opportunity to discuss this further, and I would be grateful if we could schedule a meeting at your earliest convenience.

Thank you for considering our inquiry. I look forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]