

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

Customer Service Department
IKEA [Location/Branch Name]
[Store Address]
[City, State, Zip Code]

Dear IKEA Customer Service,

I hope this message finds you well. I am writing to express my concerns regarding a recent purchase I made from your store, [Product Name], with the order number [Order Number], purchased on [Purchase Date].

[Briefly describe the issue with the product, including any specific details about how it is malfunctioning or not meeting your expectations.]

Despite following the usage instructions provided and attempting to troubleshoot the issue, I have been unable to resolve it. I would greatly appreciate your guidance on the next steps to rectify this situation, whether it be a replacement, repair, or refund.

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

Sincerely,

[Your Name]

[Optional: Customer ID or Membership Number]