

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

IKEA Customer Service

[Store Address or Customer Service Address]
[City, State, Zip Code]

Dear IKEA Customer Service,

Subject: Service Cancellation Request

I hope this message finds you well. I am writing to formally request the cancellation of my service scheduled for [insert date] under the order number [insert order number].

Due to [brief reason for cancellation, if desired], I am unable to proceed with the service as planned.

I would appreciate confirmation of my cancellation and any relevant information regarding the next steps or potential refunds.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]