

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

IKEA Customer Service

[Delivery Center Address]
[City, State, Zip Code]

Subject: Request for Delivery Adjustments

Dear IKEA Customer Service,

I hope this message finds you well. I am writing to request adjustments to my recent IKEA delivery order (Order Number: [Your Order Number]).

Due to [specific reason for adjustment, e.g., a scheduling conflict, change in delivery address], I would like to propose the following adjustments:

1. ****New Delivery Date****: [Proposed new date]
2. ****New Delivery Address****: [Proposed new address, if applicable]
3. ****Additional Instructions****: [Any other instructions, if necessary]

I understand that there may be additional fees or considerations, and I am willing to discuss these as needed. Your assistance in accommodating this request would be greatly appreciated.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]