

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

Customer Service

IKEA

[Store Address or Customer Service Address]

[City, State, Zip Code]

Subject: Request for Delivery Cancellation

Dear Customer Service,

I hope this message finds you well. I am writing to formally request the cancellation of my IKEA delivery scheduled for [original delivery date]. My order number is [order number].

Due to [brief reason for cancellation, if desired], I am unable to proceed with the delivery at this time. I would appreciate your confirmation of the cancellation and any necessary information regarding the next steps.

Thank you for your understanding and assistance.

Sincerely,

[Your Name]