

[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]

Dear IKEA Customer Service,

Subject: Delivery Change Request for Order #[Order Number]

I hope this message finds you well. I am writing to request a change regarding the delivery of my recent order placed on [Order Date]. Due to [reason for change], I would like to modify the delivery details as follows:

1. \*\*Original Delivery Date:\*\* [Original Date]
2. \*\*Requested New Delivery Date:\*\* [New Date]
3. \*\*Delivery Address (if changed):\*\* [New Address]

Please confirm whether the requested change can be accommodated. I appreciate your assistance and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Order Number]