

[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 Complaint

I hope this letter finds you well. I am writing to formally address an issue I experienced with my recent delivery order [Order Number] placed on [Order Date].

The specific issues I encountered include:

- [Describe Issue #1]
- [Describe Issue #2]
- [Describe Issue #3]

I had expected the delivery to occur on [Scheduled Delivery Date], but it was not fulfilled as promised. This has caused [mention any inconvenience or impact it has had].

I kindly request that you look into this matter and provide a resolution. Ideally, I would appreciate [suggest what you want: a refund, reschedule of delivery, replacement, etc.].

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

Sincerely,

[Your Name]