

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

Customer Service

IKEA

[Store Address]
[City, State, Zip Code]

Dear IKEA Customer Service Team,

I am writing to provide feedback regarding my recent delivery experience with IKEA on [Delivery Date].

Overall, I was pleased with the following aspects of the service:

1. ****Timeliness:**** The delivery arrived on time, which I greatly appreciated.
2. ****Delivery Team:**** The delivery personnel were courteous and professional, handling my items with care.
3. ****Communication:**** I received timely updates about the delivery status, which kept me informed throughout the process.

However, I did encounter some issues that I believe should be addressed:

1. ****Missing Items:**** Upon unpacking, I noticed that [specific items] were missing from the delivery.
2. ****Packaging Damage:**** One of the items, [item name], had noticeable damage which I did not expect.
3. ****Assembly Assistance:**** Though I appreciate the delivery service, I would have liked clearer instructions on assembly, as it was somewhat confusing.

I hope this feedback is helpful in improving your delivery service. Thank you for taking the time to consider my comments. I look forward to your response regarding the missing items.

Sincerely,

[Your Name]