

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

Customer Service

IKEA

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

Dear IKEA Customer Service Team,

Subject: Follow-Up on Delivery Status - Order #[Order Number]

I hope this message finds you well. I am writing to follow up on my recent order placed on [Order Date], which was scheduled for delivery on [Original Delivery Date]. As of today, I have not yet received my order and would like to inquire about its current status.

The items included in my order are as follows:

- [Item 1 Name and SKU]
- [Item 2 Name and SKU]
- [Item 3 Name and SKU]

I understand that delays can occur, and I appreciate your assistance in providing me with an update on the estimated delivery timeline. If there are any issues or further information needed from my end, please let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]