

[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 Customer Service Team,

Subject: Inquiry Regarding Delivery Status of Order #[Order Number]

I hope this message finds you well. I am writing to inquire about the delivery status of my recent order placed on [Order Date]. The order number is #[Order Number].

As of today, I have not received an update regarding the expected delivery date, and I would like to confirm the status of my order. Additionally, if there are any delays or issues that I should be aware of, please let me know.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]