

[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,

I hope this message finds you well. I am writing to inform you about the delivery of my recent order, [Order Number], placed on [Order Date].

Unfortunately, upon receiving the items on [Delivery Date], I noticed that several items were damaged.

The damaged items include:

1. [Item Name/Description] - [Brief Description of Damage]
2. [Item Name/Description] - [Brief Description of Damage]
3. [Item Name/Description] - [Brief Description of Damage]

I have attached photographs of the damaged items for your reference. I would appreciate your assistance in resolving this matter as soon as possible, whether it be through a replacement or a refund.

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

Sincerely,

[Your Name]