

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

IKEA Customer Service

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

Dear IKEA Customer Service,

I hope this message finds you well. I am writing to request a rescheduling of my delivery appointment originally set for [original delivery date and time]. Due to [brief reason for rescheduling, e.g., a scheduling conflict], I am unable to receive the delivery at that time. I would greatly appreciate if you could assist me in rescheduling this appointment to a later date. I am available on [provide two or three alternative dates and times], but I am willing to work with your schedule to find a suitable time.

Thank you for your understanding and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]