

[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,

Subject: Acknowledgment of Delivery

I am writing to formally acknowledge the receipt of my recent delivery from IKEA, which took place on [Delivery Date]. The order number is [Order Number].

I would like to express my appreciation for the efficient service and the professionalism of the delivery team. All items were delivered in good condition and as per the order specifications.

Thank you for your attention to detail and support throughout this process. I look forward to future orders with IKEA.

Sincerely,  
[Your Name]