

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

IKEA Customer Service

[Store Address or Online Order Email]
[City, State, Zip Code]

Dear IKEA Customer Service,

I hope this message finds you well. I am writing to request the delivery of my recent order, which was placed on [Order Date] with order number [Order Number].

I would like to schedule the delivery to my address at [Your Address], preferably on [Preferred Delivery Date and Time]. If this date is not available, please let me know the next available options.

Additionally, I would appreciate any confirmation regarding the delivery status and any further information you may need from my side to facilitate this process.

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

Sincerely,
[Your Name]