

[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 bring to your attention an issue I am experiencing regarding my recent order (Order Number: [Your Order Number]) placed on [Order Date].

The scheduled delivery date was set for [Original Delivery Date], but unfortunately, I have not yet received my items. I received a notification on [Date of Notification] indicating that there would be a delay due to [Reason for Delay, if provided], but no further updates have been given.

I understand that unforeseen circumstances can arise, but I would greatly appreciate any information you can provide regarding the status of my delivery. If possible, please let me know the estimated delivery timeframe so I can plan accordingly.

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

Sincerely,

[Your Name]