

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

IKEA Customer Service

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

Subject: Request to Schedule Delivery

Dear IKEA Customer Service,

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

I would like to request a delivery date on or after [Preferred Date], but I am flexible if that date is not available. Please let me know the available delivery options at your earliest convenience.

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

Sincerely,

[Your Name]