

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request support regarding an oxygen concentrator that I am currently utilizing. Due to [briefly state issue: malfunction, questions about use, need for maintenance, etc.], I would greatly appreciate your assistance in resolving this matter.

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

Sincerely,
[Your Name]