

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the approval of an oxygen concentrator for my [self/relative/friend], [Name of Patient], who requires supplemental oxygen due to [specific medical condition].

[Patient's Name] has been diagnosed with [medical condition] and has been experiencing difficulties with [describe symptoms or issues related to the condition]. After consultation with [Doctor's Name], our physician, it has been recommended that [he/she/they] use an oxygen concentrator to ensure [he/she/they] receive adequate oxygen levels for [daily activities/health improvement].

I have attached the necessary medical documentation, including [list any attached documents such as prescriptions, medical records, etc.], to support my application. Please let me know if you require any additional information or documentation.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachment: Medical Documentation]