

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

[Recipient's Name]
[Recipient's Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request assistance with obtaining an oxygen concentrator for [insert patient's name or your situation, e.g., "a family member who requires continuous oxygen support due to a medical condition"].

[Briefly explain the medical need for the oxygen concentrator, including any relevant diagnoses and the importance of the equipment for the patient's health and well-being.]

Given the current circumstances, we are seeking guidance on potential resources or programs that could assist us in acquiring an oxygen concentrator. [You may mention any previous efforts made to secure funding or equipment.]

If necessary, I can provide any medical documentation or additional information to support our request. Thank you very much for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Relationship to the Patient, if applicable]