

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the provision of an oxygen concentrator for [briefly explain reason, e.g., medical need]. Due to [specific condition or reason], having access to an oxygen concentrator is essential for [briefly describe how it will improve the situation, e.g., quality of life, ability to engage in daily activities]. I understand that there may be certain processes or requirements involved in fulfilling this request. I am more than willing to provide any necessary documentation, including [mention any relevant medical records, prescriptions, or forms], to support my application.

Thank you very much for considering my request. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,  
[Your Name]