

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Healthcare Facility/Office]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on my recent oxygen therapy treatment, which I commenced on [start date of therapy]. Since starting the therapy, I have [briefly describe your experience, any improvements, side effects, or concerns]. I would like to schedule a follow-up appointment to discuss my progress and any necessary adjustments to my treatment plan.

Please let me know your available times, and I will do my best to accommodate. Thank you for your ongoing support and care.

Sincerely,

[Your Name]

[Your Patient ID or Medical Record Number, if applicable]