

[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 letter finds you well. I am writing to formally request oxygen therapy equipment for [Patient's Name/Patient ID] due to [brief explanation of medical condition or need for oxygen therapy].

After a thorough assessment by [Doctor's Name or Healthcare Provider], it has been determined that the patient requires the following equipment:

1. [Specify equipment needed - e.g., portable oxygen concentrator, stationary oxygen tank, etc.]

2. [Include any additional items if necessary]

The need for this equipment is critical for [mention how it will aid in the patient's health or improve quality of life]. I kindly ask for your prompt assistance in processing this request, as it is essential for the ongoing treatment and care of [Patient's Name].

Please let me know if any further documentation or information is required to expedite this request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Relationship to Patient]