

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

[Recipient Name]
[Recipient Title]
[Healthcare Facility/Company Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oxygen Therapy Supply Request

I hope this letter finds you well. I am writing to formally request the supply of oxygen therapy equipment for [Patient's Name], who has been diagnosed with [specific condition] and requires supplemental oxygen for [duration/frequency].

Details of the requested supplies are as follows:

- **Type of Equipment:** [e.g., oxygen concentrator, portable oxygen tanks]
- **Required Quantity:** [number of units]
- **Delivery Date:** [desired delivery date]

[Optional: Brief medical history or reason for the request, if necessary.]

Please find attached [any supporting documents, such as prescriptions, medical reports, or insurance information]. I appreciate your prompt attention to this matter and am available for any further information you may require.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Relationship to Patient, if applicable]