

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[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 a replacement for my oxygen tank, which is due for an upgrade. The details of my current tank are as follows:

- **Model Number:** [Model Number]
- **Serial Number:** [Serial Number]
- **Purchase Date:** [Purchase Date]

Due to [specific reason for replacement, e.g., damage, expiration, malfunction], I believe that a replacement is necessary to ensure my continued safety and well-being. I have attached documentation detailing the issues I am facing, as well as any relevant medical records as support for my request.

I would appreciate your guidance on the next steps in this process, including any forms I may need to complete or additional information required.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachment: Relevant documents]