

[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 has [describe the issue, e.g., "developed a malfunction" or "reached its expiration date"]. The details of my current oxygen tank are as follows:

- Model Number: [XXXX]
- Serial Number: [XXXX]
- Date of Purchase: [XXXX]

Given the importance of having a functional oxygen supply, I would appreciate your prompt attention to this matter. Please let me know the necessary steps I need to take to facilitate the replacement process. Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]