

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

[Recipient Name]
[Recipient Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to address a concern regarding the replacement of oxygen tanks that is affecting [specific details about the issue, e.g., "our operations" or "my service"].

[Explain the issue in detail, including any relevant dates, experiences, and impacts it has had. For example, "I have noticed that our supply of oxygen tanks has been dwindling over the past few weeks, and we have not received the necessary replacements in a timely manner. This has resulted in..."]

I would appreciate your prompt attention to this matter, as it is essential for [explain why the replacement is important, e.g., "the safety and well-being of our patients" or "the continuation of our services"].

Thank you for your understanding and assistance. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]