

[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],

Subject: Request for Oxygen Tank Replacement

I hope this message finds you well. I am writing to request a replacement for my oxygen tank due to [reason for replacement, e.g., damage, expiration, low levels].

The details of the current oxygen tank are as follows:

- Serial Number: [Serial Number]
- Capacity: [Tank Capacity]
- Date of Last Service: [Last Service Date]

I would appreciate your guidance on the process for obtaining a replacement tank. If there are any forms I need to complete or additional information required, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]