

[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],

Subject: Letter of Intent for Oxygen Tank Replacement

I am writing to express my intent to initiate the replacement process for the oxygen tank currently in use at [location/department]. Due to [reason for replacement, e.g., age, inefficiency, safety concerns], it has become imperative to upgrade to a new model that meets current standards.

After reviewing potential options, I believe [specific model or brand] would be the most suitable choice for our needs, as it offers [brief reason for selection, like enhanced safety features or better performance].

I kindly request your approval and guidance on the next steps to proceed with this replacement. Thank you for considering this important matter, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]