

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Acknowledgment of Oxygen Tank Replacement

We are writing to formally acknowledge the replacement of the oxygen tank as per our recent agreement. The new tank was delivered and installed on [installation date], and we have completed the necessary checks to ensure its proper functioning.

Thank you for your prompt attention to this matter. Should you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]