

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

Dear [Recipient Name],

Subject: Request for Oxygen Tank Replacement

I hope this letter finds you well. I am writing to request a replacement for my oxygen tank, serial number [Insert Serial Number], which I received on [Insert Date of Purchase].

Unfortunately, the tank has [describe the issue, e.g., developed a leak, has reached its expiration date, etc.], and I believe it needs to be replaced to ensure my safety and well-being.

I would appreciate your prompt attention to this matter. Please let me know the next steps for the replacement process and if any additional information is required from my end.

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

Sincerely,

[Your Name]