

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the replacement of my oxygen tank, which I have been using since [date of purchase]. Unfortunately, I have encountered some issues with the current tank, including [briefly describe the issues, such as leaks, low pressure, etc.].

I understand that these tanks have a certain lifespan, and I believe that my current tank may need to be replaced to ensure my safety and well-being. I would appreciate your assistance in arranging for a replacement as soon as possible.

Please let me know the next steps I need to take or if you require any additional information from my side. You can reach me at [your phone number] or [your email address]. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]