

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Oxygen Tank Replacement Notification

We hope this message finds you well. We are writing to inform you about the upcoming replacement of your oxygen tank due to [reason for replacement, e.g., compliance with safety regulations, end of tank life, etc.].

The replacement is scheduled for [date of replacement] and will be conducted by our trained technicians. We kindly ask you to ensure that [any specific instructions, e.g., the area is clear, access is available, etc.].

Please do not hesitate to reach out to us at [contact number or email] if you have any questions or concerns regarding this process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]