

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

Dear [Recipient's Name],

I am writing to request a replacement for my oxygen tank, which is due for a replacement as of [insert due date or current status of the tank]. The tank has been essential for my [describe your condition or usage, e.g., ongoing respiratory needs], but I have noticed [describe any issues with the current tank, if applicable].

For your reference, my patient ID is [insert patient ID], and the tank serial number is [insert serial number]. I would appreciate it if you could process this request at your earliest convenience, as I rely on the oxygen for my daily activities and well-being.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]