

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request the replacement of my oxygen tank, which is due for renewal.

My details are as follows:

- Patient Name: [Your Name]
- Account Number: [Your Account Number]
- Serial Number of Current Tank: [Tank Serial Number]
- Prescription Information: [Doctor's Name and Contact Information]

The current oxygen tank has been [briefly describe the issue, e.g., showing signs of malfunction or is nearing its expiration date]. I would appreciate your prompt attention to this matter, as it is crucial for my health and well-being.

Please let me know the necessary steps to facilitate the replacement process. Thank you for your assistance.

Sincerely,
[Your Name]