

[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 message finds you well. I am writing to request a replacement for my oxygen tank, which I am currently using for my medical needs.

Details of the oxygen tank are as follows:

- Model: [Model Number]
- Serial Number: [Serial Number]
- Purchase Date: [Purchase Date]

Unfortunately, the tank has [explain the issue briefly, e.g., developed a leak, has diminished capacity]. As this is essential for my health, I would appreciate your prompt attention to this matter.

Please let me know the next steps to facilitate the replacement process.

You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]